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ABSTRACT

This health care assistant guide addresses the psychomotor, cognitive, and affective learning domains. Thirteen units in the guide cover the following subjects: (1) introducing health care workers and facilities; (2) assisting with examinations; (3) assisting with diagnostic tests; (4) providing health information and performing outreach functions; (5) performing clerical tasks; (6) measuring cardinal or vital signs; (7) assisting patient with intake and output; (8) applying binders and bandages; (9) administering personal hygiene and comfort measures; (10) assisting with ambulation and movement; (11) performing miscellaneous health tasks; (12) performing housekeeping functions; and (13) providing diversional activities. Each unit contains a number of performance objectives. For each objective the following are listed: task, standard of performance, source of standard, conditions for performance, enabling objectives, resource, teaching activities, criterion-referenced measure, and performance guide. Five appendices are included: (1) task list and job titles; (2) definition of terms; (3) equipment and tools list; (4) 12-item bibliography compiled by the South Carolina writing team; and (5) seven filmstrips and videos. (NLA)

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V-TECS GUIDE

FOR

HEALTH CARE ASSISTANT

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INTRODUCTION

A V-TECS Guide is an extension or a continuation of one or more V-TECS Catalogs. The V-TECS Catalog is a composition of duties, tasks, performance objectives, and performance guides which deal with the psychomotor aspect of an occupation. The catalog can be considered the blueprint of an occupation.

The catalog serves as the foundation for the V-TECS Guide. Experience has shown that the art of learning can be taught while teaching subject matter. A V-TECS Guide provides an efficient method for this process. The Guide addresses the three domains of learning: psychomotor, cognitive, and affective. The following is a brief explanation of each.

Psychomotor

Manipulative skills, such as sharpening a pencil and making a bulletin board display, are representative of activities that are psychomotor in nature. These tasks are identified in a catalog and grouped by duties and objectives. Each performance objective has a performance standard which must be met to demonstrate student proficiency in the manipulative aspect of the task.

Cognitive

Cognition is the mental process by which knowledge is acquired. To perform psychomotor tasks, students must think. Effective thinking is necessary for successful performance of job tasks. Students gain cognition through real and vicarious

experiences. This guide enables the instructor to provide decision-making opportunities for students, thus developing their cognitive skills.

Affective

The affective domain deals with attitudes, interests, and values development. Desirable behavior is the learning outcome of the affective domain. This guide presents activities created to promote an understanding of self and others in a working environment. The instructor is encouraged to use the activities to stress how attitudes, values, and goal attainment influence working relationships and productivity.

USE OF V-TECS GUIDE

A V-TECS Guide is designed to provide job-relevant tasks, performance objectives, performance guides, resources, teaching activities, evaluation standards, and criterion-referenced measures. It may be used with any teaching method the instructor chooses. Although a guide contains suggestions for specific classroom activities for each identified task, teachers are encouraged to be creative in adapting the material to meet the particular needs of their students.

INTRODUCING HEALTH CARE WORKERS AND FACILITIES

DUTY INTRODUCING HEALTH CARE WORKERS AND FACILITIES

PERFORMANCE OBJECTIVE 1

TASK

Identify the health care team and facilities.

STANDARD OF PERFORMANCE OF TASK

Identify individuals who make up the health care team and the various types of facilities.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Organizational chart for a health care team

ENABLING OBJECTIVE

Be able to list those members of the health care team, the types of health care agencies, and the placement of the nursing assistant in the team.

RESOURCES

1. Simmers. **Diversified Health Occupations**, 2d edition, pp. 5-12.
2. Heaton. **Nursing Assistant Training Program for Long Term Care**, pp. 1-11.

TEACHING ACTIVITIES

1. Discuss the key terms and members of the health care team.
2. Explain the nurse's aide's role in the health care team.
3. Discuss the various health care facilities and the services rendered.

PERFORMANCE OBJECTIVE 1

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion, the student will be able to demonstrate knowledge of the health care team and facilities.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify the key terms associated with the health care team.
2. List those who make up the health care team.
3. Identify what your role is on the health care team.
4. Name the sources from which you will be able to collect important information about the patient.
5. State reasons for the importance of coordinating patient care services.
6. Identify various health insurance plans.

DUTY INTRODUCING HEALTH CARE WORKERS AND FACILITIES

PERFORMANCE OBJECTIVE 2

TASK

Explain the responsibilities of the LTC nursing assistant.

STANDARD OF PERFORMANCE OF TASK

Identify some general, as well as specific duties of the LTC nursing assistant.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

ENABLING OBJECTIVE

List the basic needs that the LTC nursing assistant fulfills.

RESOURCE

Heaton. **Nursing Assistant Training Program for Long-Term Care,** pp. 2.3-2.11.

TEACHING ACTIVITIES

1. Discuss and describe the general duties and specific responsibilities of the LTCNA.
2. Show films related to the duties of the LTCNA.

PERFORMANCE OBJECTIVE 2

CRITERION-REFERENCED MEASURE

Practical Application

Demonstrate in a clinical setting the ability to perform those tasks related to the LTCNA.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify the terms associated with the nursing assistant's responsibilities.
2. List the general responsibilities of the LTCNA and identify duties of the charge nurse regarding the supervision of the assistant.

DUTY INTRODUCING HEALTH CARE WORKERS AND FACILITIES

PERFORMANCE OBJECTIVE 3

TASK

Identify the role of the homemaker - home health aide and the services this person provides to individuals and families.

STANDARD OF PERFORMANCE OF TASK

Identify the duties of the homemaker - home health aide.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

List of services provided by home health aides
List of equipment needed by home health aides

ENABLING OBJECTIVE

List basic needs that the homemaker - home health aide fulfills.

RESOURCE

Caldwell and Hegner. **Nursing Assistant**, 5th edition, pp. 407-17.

TEACHING ACTIVITIES

1. Discuss trends toward more home health care.
2. Schedule guest speakers from the community health care facilities to discuss the duties of the health assistant working in the home setting.
3. Discuss aspects of maintenance of a safe and clean home environment.

PERFORMANCE OBJECTIVE 3

CRITERION-REFERENCED MEASURE

Practical Application

The student will demonstrate an understanding of the duties of the homemaker - home health aide.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. List reasons why there is a trend toward more home care.
2. Detail the duties of the health assistant working in the home setting.
3. Carry out home care activities needed to maintain a safe and clean environment.
4. Describe the characteristics that are especially important to the health assistant providing home care.

DUTY INTRODUCING HEALTH CARE WORKERS AND FACILITIES

PERFORMANCE OBJECTIVE 4

TASK

Demonstrate professional work attitudes.

STANDARD OF PERFORMANCE OF TASK

Discuss and describe the basic concepts related to professional work ethics.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Role play parts and attitudes identified

ENABLING OBJECTIVE

The student will be able to identify the characteristic profile of the health care worker.

RESOURCES

1. Simmers. **Diversified Health Occupations**, 2d edition, pp. 34-37.
2. Heaton. **Nursing Assistant Training Program for Long Term-Care**, pp. 207-18.

TEACHING ACTIVITIES

1. Explain professionalism as it relates to job responsibility, attitude, attendance, dress, and hygiene.
2. Define terms related to personal characteristics and those associated with work attitudes.
3. Explain how to arrange tasks in the order in which they need to be performed.
4. Identify tasks in the order in which they need to be performed.

PERFORMANCE OBJECTIVE 4

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion, the student will demonstrate principles of professionalism in the clinical setting.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Match terms associated with work attitudes as well as those associated with planning and organizing work.
2. List the responsibilities of completing assigned tasks, attendance, tardies, safety, dress code, and the maintenance of personal health practices.

DUTY INTRODUCING HEALTH CARE WORKERS AND FACILITIES

PERFORMANCE OBJECTIVE 5

TASK

Identify basic human needs as defined by Maslow.

STANDARD OF PERFORMANCE OF TASK

The student must be able to identify and explain basic human needs as defined by Abraham Maslow.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Films
Role play

ENABLING OBJECTIVE

Be able to define the terminology and distinguish between the variations of the theorists regarding human needs.

RESOURCES

1. Simmers. **Diversified Health Occupations**, 2d edition, pp. 86-102.
2. Heaton. **Nursing Assistant Training Program for Long Term-Care**, pp. 332-41.

TEACHING ACTIVITIES

1. List and discuss Abraham Maslow's basic human needs.
2. Describe the various stages of physical and psychosocial development as they relate to the elderly.
3. Identify emotional stressors encountered throughout the life cycle.

PERFORMANCE OBJECTIVE 5

CRITERION-REFERENCED MEASURE

Practical Application

The student will determine basic needs of clients during clinical practicum and in daily encounters with others.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Match the terms associated with basic human needs.
2. List ways to help residents deal with losses, helplessness, hopelessness, and independence.
3. Explain the stages of death and dying.

DUTY INTRODUCING HEALTH CARE WORKERS AND FACILITIES

PERFORMANCE OBJECTIVE 6

TASK

Identify legal and ethical aspects of LTC residency.

STANDARD OF PERFORMANCE OF TASK

Identify the legal and ethical aspects of long term care.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Written legal conditions of a nursing home

ENABLING OBJECTIVE

Be able to conform to the guidelines which uphold the legal/ethical standards and respect the patient's rights.

RESOURCES

1. Simmers. **Diversified Health Occupations**, 2d edition, pp. 38-44.
2. Heaton. **Nursing Assistant Training Program for Long-Term Care**, pp. 3-10, 3-15.

TEACHING ACTIVITIES

1. Discuss the terms associated with legal and ethical aspects of long-term care.
2. Identify situations that relate to negligence, malpractice, and abuse.

PERFORMANCE OBJECTIVE 6

CRITERION-REFERENCED MEASURE

Practical Application

The student will be able to demonstrate an understanding of legal/ethical aspects of long-term care and identify those situations which are unethical or illegal.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Match the terms associated with legal and ethical aspects of long-term care.
2. Recognize situations that might be examples of negligence, malpractice, or abuse.
3. List ways to avoid negligence.
4. Define ethical decisions and give an example of such a decision.

ASSISTING WITH EXAMINATIONS

DUTY ASSISTING WITH EXAMINATIONS

PERFORMANCE OBJECTIVE 7

TASK

Change paper on exam table.

STANDARD OF PERFORMANCE OF TASK

The paper on an examining table must be changed and pulled down to cover the table surface. Upon completion, the paper must be smooth and tucked in tightly.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Examining table
Paper roll

ENABLING OBJECTIVES

1. Know safety practices.
2. Know general office procedures.

RESOURCE

Keir et al. **Medical Assisting: Clinical and Administrative Competencies,** pp. 289-91.

TEACHING ACTIVITIES

1. Discuss and describe the types of examination tables that are found in examining rooms.
2. Describe the several types of papers used to cover the table surface.
3. Demonstrate how to change the pillow cover if a pillow is used.
4. Demonstrate proper methods of tucking paper under table.
5. Describe other duties that often are included in the changing of paper on an examination table.

PERFORMANCE OBJECTIVE 7

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will change the paper on an examination table.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Lift back of examination table to expose empty roll of paper.
2. Unlatch paper holder rod.
3. Remove empty roll and discard.
4. Insert new roll onto rod so that paper unrolls from below.
5. Latch paper holder rod.
6. Lower back of examination table to original position.
7. Pull paper to cover examination table and tuck in at the foot of table.

DUTY ASSISTING WITH EXAMINATIONS

PERFORMANCE OBJECTIVE 8

TASK

Drape patient for exam.

STANDARD OF PERFORMANCE OF TASK

A patient must be correctly draped for an examination. The drape must be wrapped around body parts in a manner that will prevent exposure, discomfort, or injury to the patient.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Exam table/bed
Patient gown/paper drape
Sheet/bath blanket/disposable drape sheet

ENABLING OBJECTIVES

1. Know various exams or procedures to be performed.
2. Know safety practices.
3. Know patients' rights and how to avoid unnecessary exposure.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 355-59.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on safety and ethical practices and positions.
3. Demonstrate position and draping and/or show relationship.
4. Assign student guided practice time in group.
5. Evaluate and return demonstration.

PERFORMANCE OBJECTIVE 8

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, exam table or bed, and a paper drape or sheet, the student will satisfactorily position and drape the patient for the designated positions.

Method of Evaluating Practical Application

The instructor will evaluate by observing the student's work for correctness and safety and preventing exposure of patient. All steps should be acceptable.

PERFORMANCE GUIDE

1. Gown patient for examination.
2. Position patient for designated examination.
   a. For head, neck, and posterior chest examination, seat patient on side of table.
   b. For abdominal or breast examination, position patient flat on back with pillow under head and legs straight.
   c. For pelvic examination, position patient on back near foot of table with feet in stirrups and knees flexed and separated.
   d. For rectal examination, place patient on side with top leg flexed and lower leg straight.
   e. For back examination, place patient on abdomen with head to one side and pillow under head and chest, if desired.
3. Drape for designated examination.
   a. For chest examination, cover lower extremities with sheet and open gown to expose posterior chest only.
   b. For breast and abdominal examination, drape chest with towel and fanfold sheet to top of pubis.
   c. For pelvic examination, use three-cornered drape. Secure one corner around foot, let free corner fall between legs, secure third corner around opposite foot, and fold corner on chest.
   d. For rectal and back examination, drape torso with a full sheet.

DUTY ASSISTING WITH EXAMINATIONS

PERFORMANCE OBJECTIVE 9

TASK

Dress patient.

STANDARD OF PERFORMANCE OF TASK

A patient's soiled gown must be changed and replaced with a clean one. The procedure should be performed without undue discomfort, exposure, or injury to the patient.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient with soiled gown
Clean gown
Container for dispensing of soiled gown
Towel/bath sheet

ENABLING OBJECTIVES

1. Demonstrate the skill of draping to prevent exposing patient or client.
2. Demonstrate how to prevent discomfort in client with injured arm or leg.
3. Demonstrate that wearing protective gloves prevents cross contamination.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 416-17.

TEACHING ACTIVITIES

1. Instruct student to read and discuss resource material.
2. Discuss the importance of not exposing patient or client.

PERFORMANCE OBJECTIVE 9

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient dressed in street clothes or a soiled gown, the student will undress and re-dress the patient in a clean gown.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the completed task should be acceptable.

PERFORMANCE GUIDE

1. Close door or curtain to examination room.
2. Identify patient and explain procedure.
3. Wash hands.
4. Remove gown, keeping patient draped to conserve modesty.
5. Put on clean gown.
6. Dispose of soiled gown in proper container.
7. Provide for patient's comfort.
8. Wash hands.

DUTY ASSISTING WITH EXAMINATIONS

PERFORMANCE OBJECTIVE 10

TASK

Set up vaginal specimen stand (Pap smear).

STANDARD OF PERFORMANCE OF TASK

All items needed by the physician must be placed on the front area of a stand.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Sheet/drape
Cotton-tipped applicator
Protective gloves
Lubricant
Glass slides with case
Disposable vaginal speculum
Ayer blade/wooden spatula
Fixative spray

ENABLING OBJECTIVE

Demonstrate asepsis.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 365-66.

TEACHING ACTIVITIES

1. Instruct student to read and discuss resource material.
2. Discuss purpose of vaginal specimen and importance of proper labeling and handling.
3. Demonstrate equipment and collection.
4. Provide supplies and practice time and allow student to practice setting tray and naming items.
5. Evaluate.

PERFORMANCE OBJECTIVE 10

CRITERION-REFERENCED MEASURE

Practical Application

Given supplies, the student will prepare a tray or stand to assist with collection of a vaginal specimen.

Method of Evaluating Practical Application

The instructor will evaluate by observing the items on a tray. All items needed by the physician must be present for an acceptable rating.

PERFORMANCE GUIDE

1. Open sterile gloves.
2. Drape stand.
   NOTE: The vaginal examination must be sterile only if the patient is pregnant or if an intrauterine device is to be inserted.
3. Add speculum to stand.
   NOTE: Do not add lubricant.
4. Label glass slides with patient's name and date of last normal menstrual period.
5. Provide slide fixative.
6. Provide wooden spatula for specimen. Cotton-tipped applicator may also be needed.

DUTY ASSISTING WITH EXAMINATIONS

PERFORMANCE OBJECTIVE 11

TASK

Set up vaginal specimen tray (GC culture test).

STANDARD OF PERFORMANCE OF TASK

A vaginal specimen tray must be set up. All items requested by the physician must be placed in position on the tray according to physician's wishes/routine.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Protective gloves
Vaginal speculum
Sterile cotton-tipped applicator
Labels for specimen
Culture plate/bottle

ENABLING OBJECTIVES

1. Demonstrate how to position patient for exam.
2. Demonstrate asepsis to prevent contamination of culture.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 441-43.

TEACHING ACTIVITIES

1. Display all items and identify each for student.
2. Present lecture on importance of GC culture test.
3. Demonstrate the use of items on specimen tray.
4. Provide guided practice time.

PERFORMANCE OBJECTIVE 11

CRITERION-REFERENCED MEASURE

Practical Application

Given needed supplies, the student will set up a tray for a GC culture. All items must be included.

Method of Evaluating Practical Application

The instructor will evaluate by observation the accuracy of the student's performance in setting up a tray for GC culture of vagina. All items should be acceptable.

PERFORMANCE GUIDE

1. Open sterile gloves.
2. Drape stand.
3. Add speculum to stand.
4. Provide culture plate.
5. Warm plate to room temperature.
6. Provide sterile cotton-tipped application for specimen.
7. Being careful not to contaminate either inner aspect, open to hold plate while examiner plants specimen.

DUTY ASSISTING WITH EXAMINATIONS

PERFORMANCE OBJECTIVE 12

TASK

Weigh patient (infant).

STANDARD OF PERFORMANCE OF TASK

Given a set of balance scales and an infant patient, the infant must be weighed to within 1/2 ounce of the instructor's reading.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Infant scales
Paper towel/disposable paper sheet
Paper
Pen/pencil

ENABLING OBJECTIVES

1. Convert measurements of pounds and ounces.
2. Demonstrate how to balance scales.
3. Demonstrate safety factors.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, p. 351, 353-54.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review balancing scales.
3. Demonstrate how to hold infant when weighing.
4. Allow student time to practice weighing babies.

PERFORMANCE OBJECTIVE 12

CRITERION-REFERENCED MEASURE

Practical Application

Given a set of balance scales, the student must weigh an infant. The student's reading must be within 1/2 ounce of the instructor's reading.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Balance scales with paper towel on scale.
2. Undress baby.
3. Place baby on scales.
   NOTE: Hold hand over baby to prevent falling off, but do not touch baby while weighing, as this will cause an inaccurate reading.
4. Slide weights until scale is balanced.
5. Read scale at position of the weights.
6. Remove baby from scale and place back in crib.
7. Record weight.

DUTY ASSISTING WITH EXAMINATIONS

PERFORMANCE OBJECTIVE 13

TASK

Weigh patient (adult who is able to stand).

STANDARD OF PERFORMANCE OF TASK

An adult patient must be weighed accurately. The procedure should give a measurement to within 1/4 pound of the instructor's reading.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Balance scales
Paper towels
Patient chart
Pen

ENABLING OBJECTIVES

1. Demonstrate the use of measurement terms.
2. Demonstrate the importance of accuracy.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, p. 351.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Discuss the need for weight information as part of the patient's file.

PERFORMANCE OBJECTIVE 13

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will weigh an adult patient who is able to stand.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Balance scales.
2. If barefoot weight is taken, place paper towel on scale platform.
3. If patient is being weighed every day, be sure to record and compare weight of clothing each day for accuracy.
4. Have patient step on scales.
5. Slide weights until scale is balanced.
6. Read scale at position of the weights.
7. Record weight.

ASSISTING WITH DIAGNOSTIC TESTS

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 14

TASK

Check urine using Acetest.

STANDARD OF PERFORMANCE OF TASK

A urine specimen must be tested for acetone or ketone bodies using an Acetest tablet. The student's test results should agree with those of the instructor.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Urine sample
Acetest tablet
Acetest color chart
Medicine dropper

ENABLING OBJECTIVES

1. Recall measurements.
2. Distinguish colors.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 339-40, 342.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Explain the importance of using correct specimen.
3. Demonstrate testing urine.
4. Allow student to practice testing specimen.
5. Evaluate student using performance checklist.

PERFORMANCE OBJECTIVE 14

CRITERION-REFERENCED MEASURE

Practical Application

Given the equipment, supplies, and urine specimen, the student will test urine for acetone or ketone bodies using Acetest tablet.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Place one Acetest tablet on clean paper towel.
2. Place one drop of urine on tablet.
3. Observe for 30 seconds.
4. Compare color of tablet with color chart.
5. Compare color with instructor's observations.
6. Record observations.
7. Dispose of equipment.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 15

TASK

Check urine using keto-diastik.

STANDARD OF PERFORMANCE OF TASK

The correct color of the keto-diastik must be recorded and must match the instructor's reading.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Keto-diastik test strip
Color chart
Urine specimen

ENABLING OBJECTIVES

1. Distinguish colors.
2. Demonstrate testing procedures.
3. Demonstrate handling procedures.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 343-45.

TEACHING ACTIVITIES

1. Assign student to read performance guide and procedure in text.
2. Display supplies.
3. Discuss importance of accuracy and use of fresh specimen.
4. Demonstrate procedure.
5. Provide guided practice time.
6. Evaluate student's performance using checklist.

PERFORMANCE OBJECTIVE 15

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will check a urine sample using the keto-diastik.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Place designated end in urine for two seconds.
2. Remove excess urine by tapping on side of specimen container.
3. Compare ketone reagent area of test strip with color chart.
4. Wait 30 seconds.
5. Compare glucose reagent area of strip to color chart.
6. Compare reading with that of instructor.
7. Record observations.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 16

TASK

Check urine using test tape.

STANDARD OF PERFORMANCE OF TASK

The correct color of the test medium must be recorded and must match the instructor's finding.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Urine specimen
Test tape set

ENABLING OBJECTIVES

1. Know measurements.
2. Write legibly.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 338-49.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Assign student to review safety factors in performing urine tests.
3. Stress the importance of using fresh samples/specimens for the tests. Results are more accurate if testing is done immediately after collecting the specimen.
4. When test results are recorded, the type of test should be specified. All substances tested should be listed with the results, date, and time noted.

PERFORMANCE OBJECTIVE 16

CRITERION-REFERENCED MEASURE

Practical Application

Given a urine specimen and test tape set, the student will check urine using test tape.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Remove 1 1/2" test tape from dispenser.
2. Dip one end of test tape into urine specimen.
3. Remove tape from urine, tap lightly on side of urine specimen container to remove excess urine, and wait one minute.
4. Compare tape with color chart.
5. Record observations.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 17

TASK

Check urine using clinitest.

STANDARD OF PERFORMANCE OF TASK

The color of the solution must match the color chart to the instructor's finding.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Test tube with rack
Clinitest tablets with color chart
Medicine dropper
Water
Watch with second hand

ENABLING OBJECTIVES

1. Follow directions and procedure.
2. Recognize importance of accuracy.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 340-42.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Stress importance of fresh urine specimen and accuracy.
3. Stress importance of documentation.
4. Demonstrate clinitest procedure by using the student's urine.

PERFORMANCE OBJECTIVE 17

CRITERION-REFERENCED MEASURE

Practical Application

Given a urine specimen and clinitest tablets with color chart, the student will check urine.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Using a clean test tube and medicine dropper, drop five drops of urine, voided one hour before test, into test tube. Wash dropper. (Use gloves and eye protectors.)
2. Placed ten drops of water in test tube.
3. Rotate test tube to mix.
4. Drop one clinitest tablet into test tube. Remove tablet by pouring into lid of bottle. Close bottle immediately.
5. When boiling has stopped, time 15 seconds. Do not move the test tube during this period.
6. At the end of 15 seconds, gently shake the test tube. Immediately compare the color of the solution with the color chart. Match up the color that most closely resembles the color of the liquid.
7. Record results. Clean equipment properly. Store clinitest in dark area.
8. Wash hands.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 18

TASK

Collect and label sputum specimen.

STANDARD OF PERFORMANCE OF TASK

The label must include patient's name, address, and date and time of collection.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Specimen container
Label

ENABLING OBJECTIVE

Write legibly.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 309-16.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Identify the purpose of collecting a sputum specimen.
4. List at least seven key procedural points to remember when collecting a sputum specimen.
5. Review the equipment needed to complete the task--plus any supplies.
6. Identify steps of the procedure.
7. Simulate the procedure.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 18

CRITERION-REFERENCED MEASURE

Practical Application

Given needed materials, the student will complete a sputum label for container and a lab requisition slip.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Obtain necessary materials such as container and cover for specimen, tissues, label for container, and the laboratory requisition slip.
3. Complete label using patient's full name, room number or address, and date and time of collection.
4. Check to see that laboratory slip is legible, marked with identifying information, and that it contains test to be performed and a signature.
5. Take all items except lab slip to patient's room.
6. Approach and identify patient.
7. Have patient rinse out mouth.
8. Instruct patient on how to collect specimen. Encourage patient to cough and bring up material from lungs and bronchia, not from nasal pharynx.
9. Direct patient to hold the sputum container close to his/her mouth and expel the expectorated sputum into the container.
10. Assist the patient to provide an immediate specimen, if possible.
    NOTE: Provide privacy for patient during procedure.
11. Collect at least 1 to 2 tablespoons of sputum unless directed otherwise.
    NOTE: Avoid contamination of hands and outside of container during collection and transportation of specimen to the laboratory.
12. Seal container with lid; wash and dry outside.
13. Wash hands.
14. Label container.
15. Deliver to laboratory with lab requisition.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 19

TASK

Collect and label urine specimen.

STANDARD OF PERFORMANCE OF TASK

A urine specimen must be collected and labelled according to instructor's guidelines. The specimen should be 120 to 150 cc. quantity.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Lab requisition
Label
Specimen container
Bedpan/Urinal
Tissue paper
Pen
Pencil

ENABLING OBJECTIVES

1. Write legibly.
2. Measure accurately.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 429-33.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Define the term routine urine specimen.
4. Review the equipment needed to complete the task, plus any supplies.
5. Identify the purpose of collecting a routine urine specimen.
6. Identify recordkeeping information recorded by the nursing assistant.
7. Properly fill out and complete the label for the specimen container.
8. Demonstrate the procedure using the student's urine.
9. Assign class time for student to review the requirements of the task.
10. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 19

CRITERION-REFERENCED MEASURE

Practical Application

Given container and instructions, the student will collect and label a urine specimen.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Review order.
2. Wash hands and put on gloves.
3. Identify patient and explain procedures.
4. Provide for patient privacy.
5. Position patient on clean, dry bedpan or with urinal in place.
6. Remove bedpan or urinal.
7. Pour urine in clean specimen container.
8. Label specimen container and attach laboratory requisition.
9. Clean and replace bedpan or urinal.
10. Provide for patient's comfort.
11. Wash hands.
12. Send specimen and requisition to laboratory.
13. Record procedure.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 20

TASK

Label and incubate GC culture plate.

STANDARD OF PERFORMANCE OF TASK

The specimen must be prepared according to procedure standards; specimen label must be correct and legible.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

GC specimen
Glass jar with candle
Incubator
Specimen label

ENABLING OBJECTIVES

1. Write legibly.
2. Use measurements accurately.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 309-16.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 20

CRITERION-REFERENCED MEASURE

Practical Application

Given GC culture and plate, the student will label and incubate the culture.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Write patient's name and the date on culture plate tape.
2. Seal plate with tape after specimen is obtained.
3. Place plate in glass jar with other specimens.
4. Light candle and close cover on glass jar.
5. Incubate cultures for 48 hours.

   NOTE: Be sure specimens and laboratory request slips do not become separated. Follow institution/agency procedures for attaching request slip to specimen.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 21

TASK

Package laboratory specimens for mailing.

STANDARD OF PERFORMANCE OF TASK

Lab specimens must be packaged to meet mailing standards. Labels must be legibly written and submitted with specimen.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Specimens
Lab requests
Mailing labels
Mailing packages

ENABLING OBJECTIVES

1. Write legibly.
2. Know mailing specifications for each type specimen.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 433-34.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 21

CRITERION-REFERENCED MEASURE

Practical Application

Given specimens and mailing supplies, the student will package lab specimens for mailing.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Complete mailing label for package.
2. For blood tubes
   a. Be sure each tube is labeled with patient's name.
   b. Wrap request slips around blood tubes and secure with rubber bands.
   c. Place each tube of blood in a separate compartment of the box designed for this purpose.
3. For sputum specimens, close bottle tightly.
4. For GC cultures and stool specimens
   a. Place specimen in small cardboard box or mailing tin.
   b. Pad securely with paper or tissue.
   c. Submit request with specimen.
5. Deposit all specimens in designated area to be picked up by messenger.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 22

TASK

Perform urine pregnancy test.

STANDARD OF PERFORMANCE OF TASK

A urine pregnancy test must performed by following test directions. The student findings must correspond exactly with those of instructor.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Urine specimen
Pregnancy testing kit

ENABLING OBJECTIVES

1. Measure accurately.
2. Use lab equipment correctly.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 600-6.

TEACHING ACTIVITIES

1. Stress the importance of reading instructions carefully before using the product. Describe problems that can result by not following these directions.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 22

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and urine pregnancy test, the student will perform the test on a urine specimen.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Put on gloves and have patient give urine specimen.
2. Strain urine specimen through funnel filter.
3. Place one drop of urine on black circle on glass slide. Use two drops and two circles for double check if desirable.
4. Add one drop of clear liquid from test kit with medicine dropper.
5. Mix well with stirring rod.
6. Add one drop of white liquid and mix.
7. Gently oscillate slide for two minutes.
8. Read and report results.
9. Wash hands.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 23

TASK

Perform visual screening.

STANDARD OF PERFORMANCE OF TASK

Visual screening must be performed on a patient by using a vision chart. Patient responses must be recorded accurately and must agree with instructor's findings.

SOURCE OF STANDARD

Misissippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Vision chart

ENABLING OBJECTIVES

1. Use measurements accurately.
2. Know eye exam procedures.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 359-62.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 23

CRITERION-REFERENCED MEASURE

Practical Application

Given visual screening equipment, the student will perform a visual screening on a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Have patient face the vision chart standing 20 feet away.
2. Instruct patient on how to respond.
3. First check vision with both eyes open. Point out ten letters, from large to small, and have patient respond to all ten.
   NOTE: If patient wears glasses, vision is checked with glasses on.
4. Direct patient to cover left eye and check vision in right eye by pointing to ten letters and noting patient's response to each.
5. Cover right eye and check vision in left eye by pointing to ten letters and noting patient's response to each.
6. Bring results to the attention of physician in charge if patient misses more than one letter on the 20/30 line.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 24

TASK

Collect and label stool specimen.

STANDARD OF PERFORMANCE OF TASK

A stool specimen must be collected, placed without contamination in the proper container, and labeled with the patient's name, room number, and date and time of collection.

SOURCE OF STANDARD

Mississippi Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Lab requisition
Specimen container and instructions

ENABLING OBJECTIVE

Know lab procedures for collecting specimens.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 433-34.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Identify the purpose of collecting a stool specimen.
4. Review the equipment needed to complete the task, plus any supplies.
5. List steps in the correct order.
6. Demonstrate the procedure.
7. Assign class time for student to review the requirements of the task.
8. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 24

CRITERION-REFERENCED MEASURE

Practical Application

Given specimen and supplies, the student will collect and label a stool specimen for lab analysis.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check assignment sheet.
2. Wash hands and apply gloves.
3. Assemble equipment and supplies.
4. Identify patient and explain procedure.
5. Prepare bedpan or bedside commode for collection of stool.
6. Provide for patient's privacy.
7. Take bedpan or bedside commode with stool to utility room or appropriate area.
8. With tongue blades, remove feces and place into specimen container.
   NOTE: If large amount of stool is present, select random sample of all types of stool present.
9. Seal and label specimen container.
10. Wash hands.
11. Provide for patient's comfort.
12. Send properly labeled specimen to laboratory immediately.
13. Wash hands.
14. Record procedure.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 25

TASK

Collect and label a urine specimen from a closed drainage system.

STANDARD OF PERFORMANCE OF TASK

A urine specimen must be collected from a closed drainage system, transfered to a container, and labeled with patient's name, room number, and date and time of collection.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Tube clamp
10 ml syringe with 21 gauge needle
Alcohol sponge
Specimen container

ENABLING OBJECTIVES

1. Demonstrate asepsis.
2. Demonstrate lab procedures for collecting specimens.
3. Write legibly.

RESOURCES

Caldwell and Hegner. **Nursing Assistant**, 5th edition, pp. 562-63.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Define the term closed drainage system.
4. Review the equipment needed to complete the task, plus any supplies.
5. Identify the purpose of a urine specimen collected from a closed drainage system.
6. Identify recordkeeping information recorded by the assistant.
7. Properly fill out and complete the label for the specimen container.
8. Locate specific data and points within the procedure.
9. Demonstrate the procedure.
10. Assign class time for student to review the requirements of the task.
11. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 25

CRITERION-REFERENCED MEASURE

Practical Application

Given container and needle with syringe, the student will collect and label a urine specimen from a closed drainage system.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Review order.
2. Wash hands.
3. Identify patient, explain procedure, and provide privacy.
4. Assemble equipment.
5. Clamp drainage tube 15-30 minutes before sample is to be collected.
6. Put on gloves if they are to be used.
7. Wipe the drainage port with an alcohol sponge.
8. Carefully remove cap syringe, attach needle, and insert into port.
9. Withdraw the specimen. Report procedure of withdrawing urine several times to obtain enough urine.
10. Transfer urine sample to specimen container.
11. Remove catheter tubing clamp and gloves.
12. Label container and attach requisition.
13. Send specimen to laboratory.
14. Dispose of needle and syringe properly.
15. Record procedure.

DUTY ASSISTING WITH DIAGNOSTIC TESTS

PERFORMANCE OBJECTIVE 26

TASK

Collect and label a clean-catch urine specimen.

STANDARD OF PERFORMANCE OF TASK

A urine specimen must be collected midstream without contamination in a sterile specimen container and labeled with patient's name, room number, and date and time of collection.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Lab requisition
Specimen container and instructions

ENABLING OBJECTIVES

1. Identify lab procedures for collecting specimens.
2. Write legibly.
3. Use measurements accurately.

RESOURCE

Caldwell and Hegner. **Nursing Assistant,** 5th edition, pp. 318-19.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Present lecture on the task.
3. Define the term clean-catch.
4. Review the equipment needed to complete the task, plus any supplies.
5. Identify the purpose of a clean-catch urine specimen.
6. Identify recordkeeping information recorded by the assistant.
7. Properly complete the label for the specimen container.
8. Locate specific data within the procedure.
9. Demonstrate the procedure.
10. Assign class time for student to review the requirements of the task.
11. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 26

CRITERION-REFERENCED MEASURE

Practical Application

Given sterile container and antiseptic solution, the student will collect and label as clean-catch urine specimen.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Review order.
2. Wash hands.
3. Identify patient, explain procedure, and provide privacy.
4. Put on disposable gloves if they are to be worn.
5. Assemble equipment.
6. Wash the genital area properly or instruct the patient to do so.
   a. For female patients do the following:
      1. Using gauze or cotton and antiseptic solution, cleanse the outer folds of the vulva (labia) with a front-to-back motion.
      2. Discard cotton/gauze. Cleanse inner folds of vulva with gauze and antiseptic solution, front-to-back motion, and discard.
      3. Cleanse middle, innermost area (meatus or urinary opening) in the same manner.
      4. Keep labia separated so that the folds do not fall back and cover the meatus.
   b. For male patients do the following:
      1. Using gauze/cotton and antiseptic solution, cleanse tip of penis from urinary meatus down, using circular motion.
      2. Discard gauze/cotton.
7. Instruct patient to void, allowing the first part of urine to escape. Then do the following:
   a. Catch the urine stream that follows in the sterile specimen container.
   b. Allow the last portion of urine stream to escape.
8. Place sterile cap on the container immediately to prevent contamination of the urine specimen.
9. Wash hands.
10. Label container and attach requisition slip.
11. Send specimen to laboratory.
12. Record procedure.

PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 27

TASK

Identify patient's rights and responsibilities.

STANDARD OF PERFORMANCE OF TASK

Given a specific situation selected by the instructor, those acts that are violations of patient's rights must be identified. The student must be able to identify each patient right that is violated.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Adult and infant mannequins
Alcohol wipes

ENABLING OBJECTIVE

Demonstrate basic first aid.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 38-42.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 27

CRITERION-REFERENCED MEASURE

Practical Application

Given information and a specific situation, the student will identify the rights and responsibilities of patients.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. List at least six basic rules of ethics for health care personnel.
2. List at least six rights of the patient who is receiving health care.
3. State the legal regulations that affect health care records.

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 28

TASK

Assist individual with reading and understanding selected health materials.

STANDARD OF PERFORMANCE OF TASK

Given selected health material and a patient, a demonstration must be conducted to explain the health material. The explanation must be factual and understood by the patient when questioned.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Copy of selected health material
Patient
Tape recorder

ENABLING OBJECTIVES

1. Be able to summarize and interpret.
2. Be able to verbally communicate from written material.
3. Recognize health concepts presented.

RESOURCE

Health information handouts provided by doctor's office.

TEACHING ACTIVITIES

1. Explain specific health material to student.
2. Demonstrate to student how to explain materials.
3. Demonstrate to student how to elicit feedback from client.
4. Allow student to practice explaining health material to another student, recording the conversation.
5. Assign student to develop checklist for facts that should be included in explanation.
6. Using recording from #4, assign student to evaluate performances.

PERFORMANCE OBJECTIVE 28

CRITERION-REFERENCED MEASURE

Practical Application

Given specific health material, the student will explain contents to a patient. Student will present the material in a manner the patient understands.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Explain material from pamphlet or handout to patient.
2. Ask open-ended questions that will allow observer to know the client understands information.
3. Using checklist prepared by instructor from health material, check conversation for specific facts that should be stated by student and client.

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 29

TASK

Assist in admitting the patient, including examining and assessing.

STANDARD OF PERFORMANCE OF TASK

Patients must be admitted recognizing emotional impact, recording and reporting observation, and taking vital signs.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Pad
Pencil
Resident's record
BP cuff
Stethoscope
Thermometer
Secondhand equipment for urine specimen

ENABLING OBJECTIVES

1. Identify admission terminology.
2. Recognize importance of accuracy.
3. Recognize routine abnormal symptoms.

RESOURCE

Caldwell and Hegner. **Nursing Assistant**, 5th edition, pp. 222-27.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Demonstrate procedures related to admission.
3. Take and record vital signs accurately.
4. Role play emotional impact of admission.

PERFORMANCE OBJECTIVE 29

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will admit a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands and assemble equipment.
2. Prepare unit for patient.
3. Identify patient and introduce self and others.
4. Provide privacy and explain facility regulations.
5. Care for clothing and personal articles.
6. List valuables and/or jewelry.
7. Check and record height, weight, blood pressure, temperature, pulse, and respiration.
8. Assess and observe patient's body according to nine body systems.

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 30

TASK

Transfer patient from room, including discharge from clinic.

STANDARD OF PERFORMANCE OF TASK

The student must obtain a physician's written order to transfer and discharge a patient. The orders should meet all standards set by the instructor.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Physician's order
Pen
Pencil

ENABLING OBJECTIVES

1. Provide support.
2. Gather all belongings.

RESOURCE

Caldwell and Hegner. **Nursing Assistant**, 5th edition, pp. 241-42.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Assign student to role-play transfer.

PERFORMANCE OBJECTIVE 30

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and role-play, the student will demonstrate the transfer and/or discharge of a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify patient and explain what is to be done.
2. Gather all personal belongings and compare with inventory.
3. Sign chart off, entering the following:
   a) Time of transfer/discharge
   b) Date of transfer/discharge
   c) Method of transport/discharge
   d) Destination of transfer/discharge
   e) Patient's reaction
   f) Your signature

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 31

TASK

Demonstrate first aid technique.

STANDARD OF PERFORMANCE OF TASK

Given a victim with an injury, appropriate first aid must be administered to the victim. Treatment must correspond to Red Cross guidelines.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
First aid kit

ENABLING OBJECTIVES

1. Demonstrate first aid.
2. Recognize injury symptoms.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 199-249.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.
6. Demonstrate each procedure according to a checklist.

PERFORMANCE OBJECTIVE 31

CRITERION-REFERENCED MEASURE

Practical Application

The student will perform first aid on the victim of an injury.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Demonstrate first aid for the following:
   a. Shock
   b. Bleeding and wounds
   c. Poisoning
   d. Burns
   e. Heat exposure
   f. Cold exposure
   g. Fractures
   h. Specific injuries to the eyes, head, nose, ears, chest, abdomen, and genital organs
   i. Sudden illness including heart attack, stroke, fainting, convulsions, and diabetic reactions

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 32

TASK

Explain safety precautions needed to avoid falls and burns.

STANDARD OF PERFORMANCE OF TASK

Identify seven safety precautions for avoiding falls and three safety precautions for avoiding burns as established by the American Red Cross.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Copy handout of safety precautions for falls and burns

ENABLING OBJECTIVES

1. Be able to read and comprehend.
2. Be able to communicate effectively.
3. Know safety practices.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 210-12.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Explain specific precautions that would need to be taken by patient to avoid falls and burns.
3. Assign student to explain safety precautions on a tape recorder to class or individual student.
4. Allow student to listen to recording and check facts against those taught.

PERFORMANCE OBJECTIVE 32

CRITERION-REFERENCED MEASURE

Practical Application

Given information, student will explain to patient at least seven safety precautions to prevent falls and three to prevent burns.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify at least seven of the following precautions to prevent falls:
   a. Have proper lighting.
   b. Place hands on both sides of walls or handrails.
   c. Avoid throw rugs.
   d. Wear non-skid low heeled shoes or slippers.
   e. Keep articles off of floor to avoid clutter.
   f. Avoid rearranging furniture.
   g. Place non-skid mats in tubs or showers.
   h. Have assisting devices (walkers, canes, etc.).
   i. Have telephone and lamp at bedside.
   j. Keep electrical cords and extension cords out of the way.
   k. Wipe up spills immediately.
   l. Post "wet floor" sign; mop only one side at a time.

2. Identify at least three of the following precautions to prevent burns:
   a. Do not use heating pad on "high" setting.
   b. Use ash trays that prevent cigarette falling off the side.
   c. Know location of fire extinguishers and how to use them.
   d. Use themometer to check temperature of water.
   e. Do not smoke in bed.
   f. Make sure smoke alarms are in good working condition.
   g. Know exits and practice exiting in case of fire.
   h. Do not use frayed electrical cords, cords with loose plugs, or cords with grounding pins broken.

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 33

TASK

Demonstrate technique for cardiopulmonary resuscitation/Heimlich maneuver.

STANDARD OF PERFORMANCE OF TASK

Given a mannequin and guidelines, cardiac pulmonary resuscitation (CPR/Heimlich Maneuver) must be performed on an adult and on an infant. The procedures must be done in the manner recommended by the American Red Cross or the American Heart Association.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Adult and infant mannequins
Alcohol wipes

ENABLING OBJECTIVE

Demonstrate basic first aid practices.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 235-46.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Explain purpose for procedure.
3. Explain and demonstrate CPR for adult and infant.
4. Assign student to practice with another student, checking them according to Red Cross or American Health Association guidelines.

PERFORMANCE OBJECTIVE 33

CRITERION-REFERENCED MEASURE

Practical Application

Given mannequin and guidelines, the student will perform cardiac pulmonary resuscitation on the mannequin.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Demonstrate cardiopulmonary resuscitation for one person rescue, two person rescue, infants and children, and obstructed airway victims.
2. Safely administer oxygen with an oxygen mask, nasal cannula, or tent.
3. Safely administer oxygen with an Ambu bag (transport).

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 34

TASK

Demonstrate how to prevent complications of immobility.

STANDARD OF PERFORMANCE OF TASK

At least three complications that result from a patient's physical immobility must be identified. Activities to prevent these complications must be explained and demonstrated in a correct manner.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient

ENABLING OBJECTIVE

Identify problems of immobility.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, p. 408.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 34

CRITERION-REFERENCED MEASURE

Practical Application

Given an immobile patient, the student will demonstrate how to prevent complications of immobility in patients.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify the complications of bed rest.
2. Explain how to prevent muscle atrophy and contractures.
3. Describe the devices used to support and maintain the body in alignment.
4. Describe range-of-motion exercises.
5. Perform range-of-motion exercises.
6. Explain how to help a falling patient.

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 35

TASK

Follow-up on patient care.

STANDARD OF PERFORMANCE OF TASK

Follow-up items that are standard on patient reports must be identified and completed. Items must be identified correctly for three patients.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient files
Tickler system

ENABLING OBJECTIVES

1. Use tactfulness in dealing with patients.
2. Use telephone etiquette.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 24-30.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 35

CRITERION-REFERENCED MEASURE

Practical Application

Given patient files and telephone, the student will demonstrate how to do follow-ups on patients.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Describe the purpose, parts, and information contained in the patient's record.
2. Describe the legal and ethical responsibilities of the assistant who has access to patient records.
3. List information which should always be included when reporting/recording follow-up information.

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 36

TASK

Identify the problems of human health related aging.

STANDARD OF PERFORMANCE OF TASK

In caring for patients, those problems that are considered normal to the aging process should be identified using at least one correct procedure for dealing with each problem.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

List of aging problems

ENABLING OBJECTIVES

1. Communicate in written and oral methods.
2. Recognize symptoms of health problems in aging/late adulthood.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, p. 94.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 36

CRITERION-REFERENCED MEASURE

Practical Application

Given a list of problems of aging and their symptoms, the student will describe the medical problems of aging.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. List at least two physical, mental, emotional, and social developments that occur during aging/late adulthood.
2. List at least two purposes of hospice care.
3. Justify what is meant by "right to die."

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 37

TASK

Provide information on giving and taking medications.

STANDARD OF PERFORMANCE OF TASK

The proper procedures for administering both liquid and tablet medicines must be explained to a patient. The patient must be able to repeat the directions orally when the explanation is completed.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITION FOR PERFORMANCE OF TASK

Physicians' desk reference

ENABLING OBJECTIVES

1. Read and interpret medical information.
2. Use math accurately in handling medications.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 379-81.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 37

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will describe the procedures for administering medications.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify methods of drug administration and metric conversions.
2. Use the Physicians' Desk Reference (PDR) to find basic information about various drugs.

DUTY PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS

PERFORMANCE OBJECTIVE 38

TASK

Transport patients to and from health facilities.

STANDARD OF PERFORMANCE OF TASK

Procedures must be demonstrated in transporting a patient to and from a health facility. Identify proper forms needed to complete procedure.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Vehicle to transport patient
Doctor's orders

ENABLING OBJECTIVES

1. Use transport vechicles.
2. Demonstrate safety factors in moving patients.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 393-99.

TEACHING ACTIVITIES

1. Review with class general safety precautions needed in transporting patients.
2. Review the general clerical procedures followed before transporting patients.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 38

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and doctor's orders, the student will transport the patient to and from a health facility.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Obtain orders from supervisor or check doctor's orders to obtain authorization.
2. Assemble equipment and vehicle.
3. Explain procedure to patient.
4. If needed, provide privacy in assisting patient into transporting vehicle.

PERFORMING CLERICAL TASKS

DUTY PERFORMING CLERICIAL TASKS

PERFORMANCE OBJECTIVE 39

TASK

Answer telephone.

STANDARD OF PERFORMANCE OF TASK

Three incoming telephone calls must be answered and the appropriate messages relayed. The messages must be recorded without error and all questions answered or referred properly.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Telephone
Pad
Pen/pencil

ENABLING OBJECTIVE

Use proper telephone etiquette.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 475-78.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 39

CRITERION-REFERENCED MEASURE

Practical Application

Given telephone and information, the student will answer three telephone calls and relay each appropriate message.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Give the proper salutation identifying the area, yourself, and your position.
2. Listen attentively and determine the nature of the call.
3. Exhibit behavior that indicates concern for people--use courtesy, self-control, and tact when denying information.
4. Use appropriate terminology, clarity of expression, diction, and grammar.
5. Record the name of the caller, time, and message legibly--who, what, when, where, why, and how.
6. Verify the information you recorded by repeating it to the person calling.
7. Exhibit awareness of time constraints.
8. Take appropriate action regarding the call.
9. If it is necessary to "hold" the call, do not disconnect the caller. Re-enter to reassure caller.
10. Seek assistance, if needed.
11. Make certain the call is satisfactorily completed before disconnecting.
12. Relay the message promptly.

DUTY PERFORMING CLERICIAL TASKS

PERFORMANCE OBJECTIVE 40

TASK

Complete medical test request slips.

STANDARD OF PERFORMANCE OF TASK

Medical request slips for x-rays or blood for tests must be completed. All designated information must be supplied and spelling and terminology must be without error.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Medical request forms
Pen
Patient files

ENABLING OBJECTIVES

1. Write legibly.
2. Explain testing procedures.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 481-86.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 40

CRITERION-REFERENCED MEASURE

Practical Application

Given forms and patient information, the student will complete medical request slips for patients.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Determine by patient interview or from assignment sheet the type of request indicated.
2. Select proper request slip.
3. Question patient and enter pertinent data in designated spaces or enter information from patient record as indicated.
4. Submit request slip according to agency policy.
   NOTE: Always keep patient information confidential.

DUTY PERFORMING CLERICAL TASKS

PERFORMANCE OBJECTIVE 41

TASK

File/maintain clinical records.

STANDARD OF PERFORMANCE OF TASK

Medical forms and items such as lab slips, immunization records, and other patient work papers must be correctly filed in folders and then put appropriately in file cabinets.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Clinical records
File cabinets

ENABLING OBJECTIVE

Demonstrate using the filing system.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 471-75.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 41

CRITERION-REFERENCED MEASURE

Practical Application

Given patient papers and records, the student will correctly file patient work papers in folders, then return folders to appropriate cabinet.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble lab slips, immunization records, and other patient work papers by name in appropriate filing order.
2. Select each patient record.
3. File papers.
4. Return file folders to appropriate cabinet.

DUTY PERFORMING CLERICAL TASKS

PERFORMANCE OBJECTIVE 42

TASK

Record patient care data or lab test results on patient's record.

STANDARD OF PERFORMANCE OF TASK

Given a patient record and test results, patient care data and lab test results must be correctly recorded in the patient's record.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient data and/or lab test results
Patient records

ENABLING OBJECTIVES

1. Write legibly.
2. Demonstrate using the filing system.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 481-86.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 42

CRITERION-REFERENCED MEASURE

Practical Application

Given test results and patient files, the student will record the results in the appropriate files.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble necessary patient records and lab/test results.
2. Record results in patient records.
3. Return patient records after filing lab/test results.

DUTY PERFORMING CLERICAL TASKS

PERFORMANCE OBJECTIVE 43

TASK

Schedule clinic appointments.

STANDARD OF PERFORMANCE OF TASK

Appointments must be scheduled for a list of patients requiring clinic follow-up. The clinic contact person must agree to the date, time, and place of appointment. Special preparations needed by the patient prior to arriving for the appointment must be recorded.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Appointment book
Pen/pencil
Telephone

ENABLING OBJECTIVES

1. Write legibly.
2. Use courteous manner with patients.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 478-81.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 43

CRITERION-REFERENCED MEASURE

Practical Application

Given patient information and appointment book, the student will contact the clinic and schedule clinic follow-up appointments.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Obtain list with patients' names and diagnostic procedures to be performed.
2. Notify appropriate clinic, giving the following information:
   a. Patient's name.
   b. Patient's address.
   c. Diagnosis (where applicable).
   d. Order for diagnostic procedure, if applicable.
   e. Mode of transportation.
3. Record date, time, and any special patient preparation for procedure.
4. Repeat steps 2 and 3 for all appointments.

MEASURING CARDINAL OR VITAL SIGNS

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 44

TASK

Measure and record apical pulse.

STANDARD OF PERFORMANCE OF TASK

The count must be accurate to within two beats of the instructor's findings. Unusual characteristics must be identified and recorded.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Stethoscope
Watch with second hand
Patient

ENABLING OBJECTIVES

1. Use measurements.
2. Use care in following procedures.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 161-63.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 44

CRITERION-REFERENCED MEASURE

Practical Application

Given watch, patient, and stethoscope the student will take and record the patient's apical pulse rate.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Obtain note pad, pen, and antiseptic sponge.
3. Approach and identify patient.
4. Screen patient for privacy and explain procedure.
5. Clean bell and earpiece.
6. Place stethoscope over apical region of heart.
7. Count beats for one full minute.
   NOTE: Observe rate, rhythm, and volume of heartbeat.
8. Record apical pulse and report any unusual characteristics.
9. Wipe stethoscope earpieces and diaphragm with antiseptic sponge.
10. Store equipment and supplies.

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 45

TASK

Measure and record axillary temperature.

STANDARD OF PERFORMANCE OF TASK

A patient's axillary temperature must be measured and recorded. The thermometer must remain in place for ten minutes. The temperature must be read and reported to the nearest 2/10 degree Farenheit and 1/10 degree Celsius of that noted by the instructor.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Thermometer and supplies
Patient

ENABLING OBJECTIVES

1. Use thermometer.
2. Write legibly.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 155-56.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 45

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and thermometer, the student will measure and record the patient's axillary temperature.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Explain procedure to patient.
3. Shake thermometer down to 95 ° F (35 ° C) or below.
4. Wipe thermometer.
5. Pat under arm dry. Avoid rubbing.
6. Place thermometer under dry armpit.
7. Place patient's arm across chest and rest hand on opposite shoulder.
8. Leave thermometer in place for ten minutes.
9. Remove thermometer and read temperature.
10. Record temperature.
11. Clean thermometer, shake down, and return to holder.

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 46

TASK

Measure and record temperature with oral and rectal thermometers.

STANDARD OF PERFORMANCE OF TASK

The student's reading of a patient's temperature taken with oral and rectal thermometers should agree with those readings of the instructor.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Themometer (oral and rectal)
Thermometer sheaths
Lubricating jelly
Glove
Paper
Pen/Pencil

ENABLING OBJECTIVES

1. Be able to read thermometer with accuracy.
2. Demonstrate using thermometer.
3. Explain importance of accuracy.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 279-88.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on definitions of oral and rectal temperature.
3. Demonstrate use of thermometer to obtain both oral and rectal temperature.
4. Assign student guided practice time in groups.
5. Assign student to evaluate accuracy of student readings.

PERFORMANCE OBJECTIVE 46

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will take a patient's oral and rectal temperature.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Collect thermometers (oral and rectal), thermometer sheaths, lubricating jelly, glove, paper, and pen or pencil.
2. Wash hands.
3. Identify the patient; explain procedure.
4. Provide for privacy when taking rectal temperature.
5. Shake down thermometer.
6. Demonstrate proper method of taking either an oral or rectal temperature.
7. Record temperature reading accurately.

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 47

TASK

Measure and record temperature with electronic thermometer.

STANDARD OF PERFORMANCE OF TASK

A patient's temperature must be measured and recorded with 100% accuracy.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Electronic thermometer
Paper
Pen/Pencil
Probe sheaths
K-Y jelly

ENABLING OBJECTIVES

1. Use electronic thermometer.
2. Explain importance of accuracy.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 156-57.

TEACHING ACTIVITIES

1. Instruct student to read and discuss resource material.
2. Present lecture on use of electronic thermometer.
3. Demonstrate the use of electronic thermometer.
4. Assign student guided practice time in groups.
5. Stress need for accuracy in class demonstration.

PERFORMANCE OBJECTIVE 47

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will take a patient's temperature electronically.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment.
   Note: Read operating instructions of the electronic thermometer as there are slight variations on each model.
2. Wash hands.
3. Identify patient. Explain procedure.
4. Position patient comfortably and correctly.
   Note: Position patient in Sims position for rectal temperature if condition permits.
5. If thermometer has an "On" or "Activate" button, push the button to turn the thermometer on.
6. Cover the probe with probe sheath.
   Note: If rectal temperature is to be taken, the probe must be lubricated.
7. Insert the covered probe into the desired location.
   Caution: Hold on to a rectal probe at all times.
8. When the unit signals that the temperature has been recorded, remove the probe.
9. Read and record the temperature accurately.
   Note: Place an "R" next to temperature if rectal temperature.
10. Remove sheath from probe without touching and discard in bag or waste container.
11. Reposition patient. Observe all safety checkpoints before leaving patient.
12. Return probe to correct storage. Position in thermometer unit. Turn the unit off if necessary.
13. Replace all equipment.
14. Wash hands.

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 48

TASK

Measure and record blood pressure with aneroid sphygmomanometer.

STANDARD OF PERFORMANCE OF TASK

Both the systolic and diastolic readings must be within 2 points of that found by the instructor.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Dual stethoscope
Sphygmomanometer
Sponge
Alcohol
Pencil
Note pad

ENABLING OBJECTIVES

1. Use sphygmomanometer.
2. Use measurements.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 163-65.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 48

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and necessary equipment, the student will measure and record the patient's blood pressure with aneroid sphygmomanometer.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Assemble supplies and equipment. Check sphygmomanometer tubing for defects before use.
3. Approach and identify patient.
4. Explain procedure.
5. Clean earpieces and diaphragm of stethoscope with antiseptic.
6. Place patient in a comfortable position, reclining or sitting.
7. Raise the limb to be used.
   NOTE: The arm must be raised to the shoulder and not constricted by sleeves.
8. Wrap blood pressure cuff around patient's arm. Locate brachial artery, with instructor checking site.
   NOTE: Place the center of the bladder squarely over an artery and on a level with the heart. Wrap cuff securely in such a way that the lower edge is 32 cm above the bend in the elbow.
9. Palpate the artery and place the stethoscope in the ears ready for use.
10. Center the diaphragm of the stethoscope over the brachial artery and hold firmly in place.
11. Inflate the cuff to 30 mm above the estimated systolic pressure.
12. Deflate the cuff at a steady rate of 2 to 3 mm per heartbeat.
13. Listen for the systolic and diastolic sounds.
14. Remove cuff from arm, fold, and replace.
15. Wipe earpieces and diaphragm of stethoscope with alcohol sponge.
16. Record blood pressure reading within 2 mm of accuracy.

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 49

TASK

Measure and record blood pressure with mercurial sphygmomanometer.

STANDARD OF PERFORMANCE OF TASK

A patient's blood pressure must be measured and recorded to within two points of the reading found by the instructor.

SOURCE OF STANDARD

Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Stethoscope
Sphygmomanometer
Paper
Pen/pencil
Alcohol wipes

ENABLING OBJECTIVES

1. Be able to comprehend and hear adequately.
2. Know how to use sphygmomanometer and stethoscope.
3. Know importance of accuracy.

RESOURCES

1. Caldwell and Hegner. **Nursing Assistant**, 5th edition, p. 229.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 296-99.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on definition of blood pressure.
3. Demonstrate use of equipment to obtain blood pressure.
4. Assign student guided practice time in groups.
5. Stress the need for accuracy in use of stethoscope.

PERFORMANCE OBJECTIVE 49

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will take a patient's blood pressure within two points of accuracy.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Collect sphygmomanometer, stethoscope, alcohol wipes, paper, and pen or pencil.
2. Wash hands.
3. Identify the patient; explain procedure.
4. Wipe the earpieces and diaphragm of stethoscope with alcohol wipe.
5. Properly place blood pressure cuff on patient.
6. Demonstrate proper procedure for obtaining blood pressure.
7. Record blood pressure reading within two points of accuracy.
8. Clean earpieces and bell of stethoscope with antiseptic solution before storing.

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 50

TASK

Measure and record radial pulse.

STANDARD OF PERFORMANCE OF TASK

The student's finding must be accurately identified and recorded to within ± 2 of that found by the instructor, and the force and rhythm must agree with the instructor's findings.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Watch with second hand
Note pad
Pen

ENABLING OBJECTIVE

Use measurements.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 157-58.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Review the equipment needed to complete the task, plus any supplies.
5. Assign class time for student to review the requirements of the task.
6. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 50

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and supplies, the student will measure and record the patient's radial pulse rate.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Assemble equipment and supplies.
   a. Watch with second hand.
   b. Note pad.
3. Identify patient.
4. Explain procedure.
5. Place three middle fingertips over appropriate artery.
6. Count pulsations for specified period, noting regularity and strength of beats.
7. Observe the force and rhythm of beats.
8. Record pulse rate and report any unusual characteristics.

DUTY MEASURING CARDINAL OR VITAL SIGNS

PERFORMANCE OBJECTIVE 51

TASK

Measure and record respirations.

STANDARD OF PERFORMANCE OF TASK

Respirations will be counted within a plus or minus one breath per minute.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Watch with second hand
Pen/Pencil
Paper

ENABLING OBJECTIVES

1. Use measurements.
2. Identify the importance of accuracy.
3. Recognize breathing abnormalities.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 158-59.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Present lecture on the task.
3. Review the equipment needed to complete the task.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 51

CRITERION-REFERENCED MEASURE

Practical Application

Given watch with second hand, the student will take and record respirations of a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment.
2. Wash hands.
3. Identify patient.
4. After the pulse rate has been counted, leave your hand in position on the pulse site and count the number of times the chest rises and falls in one minute.
   Note: This is done so the patient will not be aware that respirations are being counted. If patients are aware they can alter the rate of breathing.
5. Count each expiration and inspiration as one respiration.
6. Note the depth and rhythm and rate of respirations.
7. Record the following information: date, time, rate, character, and rhythm.
8. Check patient before leaving area.
9. Replace all equipment.
10. Wash hands.

ASSISTING PATIENT WITH INTAKE AND OUTPUT

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 52

TASK

Administer a cleansing enema.

STANDARD OF PERFORMANCE OF TASK

The patient must be accorded privacy and comfort and the solution must be proper temperature and instilled slowly.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Adult patient
Enema solution and tubing
Enema tray
container, tubing,
clamp, and lubricant
Solution (as prescribed)
Bed protectors
Disposable gloves
Bedpan

ENABLING OBJECTIVES

1. Demonstrate asepsis.
2. Understand body fluids.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 434-39.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Recognize the purpose of the cleansing enema.
5. Identify three types of solutions used for cleansing enemas.
6. Identify the steps within the procedure of a cleansing enema.
7. Demonstrate the procedure of a cleansing enema.
8. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 52

CRITERION-REFERENCED MEASURE

Practical Application

Given adult patient and supplies, the student will give the patient a cleansing enema.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check assignment sheet.
2. Assemble equipment and supplies.
3. Identify patient and explain procedure.
4. Wash hands.
5. Prepare solution at 105 ° F (400.5 °C).
6. Prepare patient by draping in left, lateral sims position.
7. Put gloves on if they are to be worn.
8. Expel the air from tubing by opening clamp and allowing small amount of solution to flow from emesis basin.
9. Lubricate tip of enema tube. Be sure opening is free of lubricant.
10. Spread buttocks.
11. Insert rectal tube, slowly and gently about 4 inches into rectum.
12. Release clamp, lift can above anus, and allow solution to flow.
    NOTE: Can should not be raised more than 18" above anus.
13. When patient can retain no more solution, clamp and remove.
    NOTE: Have patient take deep breaths to help retain solution.
14. Place signal light and toilet tissue within patient's reach.
15. Remove and clean equipment.
16. Assist patient, as necessary, after evacuation.
17. Observe and dispose of enema results.
18. Wash hands.
19. Provide equipment for patient to wash hands.
20. Provide for patient's comfort.
21. Tidy area.
22. Report results.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 53

TASK

Administer tube feeding.

STANDARD OF PERFORMANCE OF TASK

A patient with indwelling gastric tube must be assisted. The following steps must be taken: the tube must be securely anchored to the face, formula should be administered at the rate of 240 cc each ten minutes, and patient's mouth must be kept clean.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Formula
Patient with indwelling gastric tube syringe

ENABLING OBJECTIVES

1. Understand tube feeding process.
2. Demonstrate accuracy in measuring.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 422-24.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 53

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and formula, the student will administer tube feeding to the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check order.
2. Wash hands.
3. Obtain supplies. Formula must be of correct amount and temperature.
4. Approach and identify patient. Explain procedure.
5. Elevate head of bed, if permissible.
6. Protect bed with towel.
7. Check for correct placement of tube.
8. Attach syringe to the tubing.
9. Pour solution from graduate into syringe barrel.
10. Let solution flow in by gravity.
11. Follow each feeding with small amount of water to rinse tubing.
12. When ordered amount and kind of formula have been given, clamp off tubing.
13. Report patient's reaction to feeding.
14. Wash, rinse, and dry used equipment and store.
15. Adjust patient's bed and make patient comfortable.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 54

TASK

Assist adult patient with feeding (including special formulas); measure and record food and fluid intake.

STANDARD OF PERFORMANCE OF TASK

All food and fluid intakes should be noted in the patient's record.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Food
Record forms
Utensils and linen

ENABLING OBJECTIVES

1. Use measurements accurately.
2. Write legibly.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 422-24.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Identify the purpose of measuring and recording intake.
4. Review the equipment needed to complete the task, plus any supplies.
5. Determine the amount of liquids consumed.
6. Measure and record intake.
7. Assign class time for student to review the requirements of the task.
8. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 54

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and food tray, the student will first assist the patient in feeding, then record the amounts eaten.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify appropriate diet as prescribed for patient.
3. Greet patient and explain procedure.
4. Clear overbed table and place try in convenient position for patient.
5. Wash patient's hands and face.
6. Place protective towel on patient.
7. Unwrap eating utensils.
8. Advise impaired patient of food choices.
9. Ask patient which food he/she prefers to start with.
10. Prepare special items--peel bananas or apples, cut meats.
11. Season food as patient desires and as allowed.
12. Slowly spoon-feed as requested. Be careful that extremely hot food is allowed to cool before serving.
13. Offer fluids upon request.
14. Wipe mouth with napkin as needed. Remove protective towel and crumbs from patient and bed.
15. Wash patient's hands and face and provide mouth care.
16. Place food cover on tray.
17. Reposition patient comfortably and straighten bed linen.
18. Return food tray to diet cart.
19. Clean off bedside and overbed table if soiled.
20. Record food intake in percentage and fluid intake in cc's where required.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 55

TASK

Assist patient using bedside commode; measure and record urine, stool, or emesis output.

STANDARD OF PERFORMANCE OF TASK

Assistance must be provided to a patient in the use of a bedside commode, to include recording the discharge in the patient's record. Included in the record should be the amount and the descriptions of color, consistency, and odor.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bedside commode
Paper
Pen
Tissue/wipe
Graduated measuring device
Bath blanket
Emesis basin

ENABLING OBJECTIVES

1. Understand the major functions of the body.
2. Use graduated container to measure liquid.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, p. 227.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Explain normal color, consistency, odor, and amount of discharge of urine and feces.
3. Demonstrate proper method of assisting patient to bedside commode.
4. Explain how commode comes apart for emptying, etc.
5. Assign student to practice assisting others to sit on commode.
6. Identify the purpose of measuring and recording output.
7. Determine the amount of fluids discharged from the body.
8. Measure and record output.
9. Show pictures, slides, or actual specimens of urine and feces, and have student record color, consistency, odor, and amount.

PERFORMANCE OBJECTIVE 55

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, bedside commode, and/or urinary or fecal discharge, student will appropriately place patient on bedside commode and correctly report color, odor, consistency, and amount of discharge.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Explain steps to patient.
2. Provide privacy.
3. Safely assist patient to bedside commode.
4. Place tissue and signal light within reach of patient.
5. Ask patient to signal when finished or stay with him.
6. Wash your hands.
7. After patient has finished, help patient cleanse area, if necessary, and safely assist back to bed.
8. Remove container from commode, replace cover, and carry to proper area to check content.
9. Record color, odor, amount, and consistency of contents on slip of paper.
10. Cleanse bedside commode properly and place in appropriate area.
11. Wash hands; give report to instructor.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 56

TASK

Assist patient to bathroom and provide proper personal attention.

STANDARD OF PERFORMANCE OF TASK

The patient must be afforded privacy. Procedure must be completed without accident or injury. The patient must be left clean and dry.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Bathroom/bedside commode

ENABLING OBJECTIVE

Understand body mechanics.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 75-77.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 56

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient in need, the student will assist the patient to a bathroom or bedside commode.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient.
3. Obtain patient's robe and slippers.
4. Elevate head of bed.
5. Assist patient to sitting position on side of bed. If patient is dizzy, allow him/her to sit a few minutes before standing.
6. Assist patient with robe and slippers.
7. Help patient to stand.
   NOTE: Have patient place feet firmly on the floor or footstool and place hands on the mattress to help push up. Place hand under proximal axilla and assist to a standing position. Stand at patient's side and hold arm or shoulder for support as patient stands and balances before stepping down from the footstool or beginning to walk.
8. Assist patient to walk to bathroom or bedside commode, providing support as necessary.
9. Arrange clothing so patient can sit on commode.
10. Place tissue and signal light in easy reach and leave patient in privacy if condition permits.
11. Assist patient with perineal cleansing, if necessary.
12. Provide for patient to wash hands.
13. Help patient back to bed, and make him/her comfortable.
14. Record results.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 57

TASK

Assist patient with bowel and bladder retraining.

STANDARD OF PERFORMANCE OF TASK

Proper procedure for retraining the patient's bladder and/or bowels must be provided to prevent incontinence. The procedures should be factual and supported by written materials.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Written material for retraining bladder and/or bowels

ENABLING OBJECTIVE

Understand body functions.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 230-32.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 57

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and class instruction, the student will assist the patient in bowel/bladder retraining.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. State the functions of the ureter, bladder, and uretha.
2. Describe the two basic methods for bladder training.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 58

TASK

Collect 24-hour urine specimen.

STANDARD OF PERFORMANCE OF TASK

A 24-hour urine specimen must be collected from a patient. The specimen must be correctly labeled and sent to lab immediately after collection; time of delivery must be recorded.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Specimen bottle
Label
Instructions

ENABLING OBJECTIVES

Follow written instructions.
Know asepsis.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 429-33.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 58

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and orders for a 24-hour specimen, the student will collect and label the specimen.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Collect necessary equipment and prepare equipment according to laboratory standards.
2. Label bottle with patient's name, room number, date, and time of beginning and ending collection.
3. Wash hands.
4. Identify patient.
5. Inform patient that all urine voided in a 24-hour period will be saved.
6. Have patient void at time specimen collection is to begin and discard first specimen (unless otherwise instructed).
7. Designate time started and chart. Place sign on door stating procedure in progress.
8. Collect all urine voided for the specified 24-hour period and empty each voided specimen.
9. After collection is complete, take immediately to laboratory.
10. Clean equipment.
11. Wash hands.
12. Record that specimen has been collected and delivered.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 59

TASK

Handle patient's body secretions properly.

STANDARD OF PERFORMANCE OF TASK

The various types of patient body secretions must be handled with special precautions in each given situation.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Disposable utensils and supplies

ENABLING OBJECTIVES

1. Identify safety factors.
2. Use asepsis practices.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 84-85.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 59

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and body secretions, the student will handle the disposal of those secretions properly.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands upon entering and leaving area.
2. Assemble equipment and supplies.
3. Use gloves in handling wound and drainage.
4. Put dressings, tissues, and linens in double bags.
5. Dispose of bags with secretion per facility policy.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 60

TASK

Place and remove the bedpan/urinal.

STANDARD OF PERFORMANCE OF TASK

The student will demonstrate proper procedure for giving and removing the bedpan and urinal. The demonstration should meet all of the instructor's standards.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Bedpan/urinal
Written procedure

ENABLING OBJECTIVE

Describe privacy, body functions, and bedpan/urinal placement.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 222-26.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review equipment and give lecture.
3. Demonstrate and return demonstration.
4. Stress privacy and placement.

PERFORMANCE OBJECTIVE 60

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and class discussion, the student will assist the patient in offering and removing the bedpan and/or urinal.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Provide privacy and wash hands.
2. Gather equipment and explain procedure.
3. Use safety and proper body mechanics.
4. Position on back with head of bed elevated (with urinal, tilt bottom downward to prevent spills).
5. Place bedpan by having patient flex knees and raise buttocks by sliding your hand under buttocks and assisting.
6. Place toilet tissue and call bell within reach.
7. Provide privacy and wash hands.
8. Clean front to back if woman cannot.
9. Cover bedpan/urinal and take to duty utility room.
10. Wash and dry bedpan/urinal and replace.
11. Assist patient to wash hands.
12. Wash your hands.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 61

TASK

Empty urine from urinary drainage bag.

STANDARD OF PERFORMANCE OF TASK

Student will empty urinary drainage bag following prescribed hospital/clinic standards and record amount with 100% accuracy.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Paper towels
Graduated cylinder/pitcher
Paper
Pen/Pencil

ENABLING OBJECTIVES

Know calibrations on urinary bag.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 427-29.

TEACHING ACTIVITIES

1. Assign student to read resource material.
2. Explain importance of accuracy in recording amount.
3. Demonstrate emptying of urinary drainage unit.
4. Practice emptying urinary drainage unit.
5. Evaluate student using performance checklist.

PERFORMANCE OBJECTIVE 61

CRITERION-REFERENCED MEASURE

Practical Application

Given equipment, supplies, and patient, student will be able to empty urinary drainage unit.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment.
2. Wash hands.
3. Identify patient.
4. Explain procedure.
5. Place paper towel on floor. Place measuring pitcher on top of towel.
6. Note the amount of urine in the bag, and if drainage bag is marked, record this amount. Double-check reading for accuracy.
7. Remove drainage outlet from drainage bag. Place end of outlet in measuring pitcher.
8. Release clamp to allow urine to drain. Empty all urine. Tilt bag if necessary to remove all urine.
9. Clamp drainage tube and replace in the unit.
10. Observe all checkpoints before leaving patient--patient comfort, correct alignment, side rails up as indicated, bed at lowest level, and call light within reach.
11. Do final check on catheter and urinary drainage unit--catheter taped to leg, tubing free of kinks or bends, tubing does not loop below drainage bag, drainage bag attached to bed frame, bag is below level of bladder, tubing above level of urine in bag, and urine flowing into bag.
12. Take urine to patient's bathroom or utility room to empty. Record any unusual observations and report them immediately.
13. Rinse pitcher with cold water. Wash with soap and warm water. Rinse. Dry. Return pitcher to proper place.
14. Wash hands.
15. Record or report amount, color, time, and any other observations.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 62

TASK

Perform catheter care with catheter care kit or soap and water.

STANDARD OF PERFORMANCE OF TASK

To prevent infection, a patient's catheter care must be performed with 100% accuracy.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Disposable gloves
Bath blanket
Bed protector
Plastic bag for disposables
Catheter care kit
Antiseptic solution
Sterile applicator
Tape
Soap
Water
Basin
Towel
Washcloth

ENABLING OBJECTIVES

1. Use safety in handling bed patient.
2. Discuss importance of technique.

RESOURCE

Caldwell and Hegner. **Nursing Assistant,** 5th edition, pp. 500-501.

TEACHING ACTIVITIES

1. Instruct student to read and discuss resource material.
2. Present lecture on catheter care.
3. Demonstrate catheter care on mannikin.
4. Assign student guided practice time in groups.
5. Stress importance of technique in class.

PERFORMANCE OBJECTIVE 62

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and supplies, the student will perform catheter care with 100% accuracy.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient.
3. Provide privacy.
4. Keep opposite side rail up.
5. Position patient on back with legs separated and knees bent if permitted.
6. Cover patient with bath blanket and fanfold bedding to foot of bed.
7. Position bath blanket so only genitals are exposed.
8. Ask patient to raise hips. Place bed protector underneath patient.
9. Arrange care kit and plastic bag on overbed table. Open kit.
10. Put on gloves.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 63

TASK

Administer an oil retention enema.

STANDARD OF PERFORMANCE OF TASK

The patient must be afforded privacy and comfort, and the solution must be instilled properly by following given directions.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bedpan
Prepackaged oil retention enema
Bed protector
Disposable gloves

ENABLING OBJECTIVES

1. Explain Sims position.
2. Describe body fluids.

RESOURCE

Caldwell and Hegner. **Nursing Assistant**, 5th edition, pp. 487-88.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Recognize three reasons for giving an oil retention enema.
5. Identify the difference between an oil retention enema and a cleansing enema.
6. Identify steps within the procedure of the oil retention enema.
7. Demonstrate the procedure of the oil retention enema.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 63

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and supplies, the student will give the patient an oil retention enema.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check assignment sheet.
2. Assemble equipment and supplies.
3. Identify patient and explain procedure.
4. Wash hands.
5. Prepare patient by draping in left lateral Sims position.
6. Open prepackaged oil retention enema.
7. Put gloves on if they are to be worn.
8. Expose the patient's anus. Remove cap from enema and insert prelubricated tip into anus as patient takes a deep breath.
9. Instruct patient that it will be necessary to hold solution for at least 20 minutes.
10. Squeeze container until all the solution has entered the rectum.
11. When patient can retain solution no longer, position on bedpan or assist to bathroom.
12. Place signal light and toilet tissue within patient's reach.
13. Remove and clean equipment.
14. Assist patient as necessary after evacuation.
15. Observe and dispose of enema results.
16. Wash hands.
17. Provide equipment for patient to wash hands.
18. Provide for patient's comfort.
19. Tidy area.
20. Report results.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 64

TASK

Administer a return flow (Harris Flush) enema.

STANDARD OF PERFORMANCE OF TASK

The patient must be accorded privacy and comfort, and the solution must be proper temperature and instilled slowly following given directions.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Enema tray
container, tubing, clamp lubricant
Disposable gloves
Bed protector

ENABLING OBJECTIVE

Describe body fluids.

RESOURCE

Caldwell and Hegner. **Nursing Assistant**, 5th edition, p. 492.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Recognize the purpose of the return flow enema.
5. Identify the steps necessary to administer a return flow enema.
6. List two items that should be recorded by the nursing assistant.
7. Demonstrate the procedure of the return flow enema.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 64

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and supplies, the student will give the patient a return flow enema (Harris Flush).

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check assignment sheet.
2. Assemble equipment and supplies.
3. Identify patient and explain procedure.
4. Wash hands.
5. Prepare tap water solution at 105 ° F (400 ° C).
6. Place bed protector under patient.
7. Put gloves on now if they are to be worn.
8. Expel air from tubing; lubricate end.
9. Insert tube into rectum about four inches.
10. Handle Harris Flush in the following way to bring about peristalsis:
    a. Open clamp, raise irrigating bag to a height of 12-18 inches above the patient's hips, and allow about 200 ml of fluid to run into the rectum.
    b. Lower irrigating bag about 12 inches below the level of the bed and allow fluid to flow out of rectum into the bag.
11. Continue procedure until some flatus is expelled. When all fluid has been returned, clamp the tube and remove.
12. Remove bed protector and clean equipment.
13. Assist patient as necessary.
14. Observe and dispose of enema results.
15. Wash hands.
16. Provide equiment for patient to wash hands.
17. Provide for patient's comfort.
18. Tidy area.
19. Report results.

DUTY ASSISTING PATIENT WITH INTAKE AND OUTPUT

PERFORMANCE OBJECTIVE 65

TASK

Measure the capacity of fluid containers.

STANDARD OF PERFORMANCE OF TASK

Given the capacity of commonly used fluid containers along with a listing of how many ounces or cc's the containers will hold, the fluid consumed must be calculated.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Metric system conversions
I and O record with container amounts

ENABLING OBJECTIVES

1. Use measurements accurately.
2. Show contrast between full amount and amount left in container.

RESOURCE

Will. **Being a Long-Term Care Nursing Assistant**, 2d edition, pp. 226-27.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Present lecture on the task.
3. Identify the metric system--cubic centimeters and milliliters, and identify the U. S. customary system--ounces, pints, and quarts.
4. Review the equipment needed to complete the task.
5. Recognize the difference between the full amount of the container and the amount left in the container.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 65

CRITERION-REFERENCED MEASURE

Practical Application

Given the serving containers and a list of capacities or a one ounce medicine cup, the student will be able to measure the capacity of the containers.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Obtain a list of the most commonly used fluid containers in a facility, along with a list of how many cc's the containers will hold.
2. Calculate fluid intake converting ounces to cc's.
3. Calculate the difference between the full amount of the container and the amount left in the container.
4. Describe the method of using the 30 cc medicine cup to determine the capacity of a fluid container not listed.

APPLYING BINDERS AND BANDAGES

DUTY APPLYING BINDERS AND BANDAGES

PERFORMANCE OBJECTIVE 66

TASK

Apply figure-8 bandages.

STANDARD OF PERFORMANCE OF TASK

Each turn must overlap the previous one by two-thirds the width of the bandage. The bandage must not work itself loose upon movement of the ankle.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Bandages

ENABLING OBJECTIVE

Identify (leg) bone and muscle anatomy.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 229-34.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 66

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and bandages, the student will apply a figure-8 bandage to the patient's ankle.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient and explain procedure.
3. Grasp roll of bandage in one hand.
4. Elevate foot before starting procedure.
5. Start bandage on instep of foot and wrap twice around foot to anchor.
   NOTE: Any bandage must be applied starting at distal end and working toward the heart. Allow end to protrude and turn down.
6. Carry bandage diagonally upward across front of foot, around ankle, diagonally downward across front of foot, and across under the arch.
7. Make several figure-8 turns, overlapping each previous turn by two-thirds the width of the bandage.
8. As turns are made, occasionally use extra turn around ankle.
9. Secure the end with tape or clips.
10. Record procedure.
11. Check circulation in toes frequently.

DUTY APPLYING BINDERS AND BANDAGES

PERFORMANCE OBJECTIVE 67

TASK

Apply spiral bandages.

STANDARD OF PERFORMANCE OF TASK

A closed spiral bandage must be applied to a patient's arm. There should be no visible areas of skin uncovered.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Spiral bandages

ENABLING OBJECTIVE

Identify (arm) bone and muscle structure.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 229-34.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 67

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and bandages, the student will apply a closed spiral bandage to the patient's arm.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient and explain procedure.
3. Anchor bandage as follows:
   a. Place end of bandage on a bias distally.
   b. Encircle part, allowing corner of bandaged end to protrude.
   c. Turn down protruding tip of bandage and encircle part again.
4. Start wrapping with a spiral turn, making sure each turn lies flat and overlaps preceding turn by one-third the width of the bandage.
   NOTE: Always work toward the heart.
5. Finish and tie off.
6. Record procedure.

DUTY APPLYING BINDERS AND BANDAGES

PERFORMANCE OBJECTIVE 68

TASK

Apply triangular bandages.

STANDARD OF PERFORMANCE OF TASK

A triangular bandage must be applied to a patient with a head or scalp wound following given directions.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Triangular bandages

ENABLING OBJECTIVE

Know bone and muscle structure.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 229-34.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to practice the requirements of the task.
7. Stress the need for accuracy in the task.

PERFORMANCE OBJECTIVE 68

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and bandage, the student will apply a triangular bandage to the patient's head.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient and explain procedure.
3. Assemble bandages and equipment.

ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 69

TASK

Administer complete or partial bed bath.

STANDARD OF PERFORMANCE OF TASK

A complete or partial bed bath must be administered to a patient. The patient's privacy must be maintained, and the patient should be positioned comfortably at all times and must be clean at completion.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bathing utensils
Basin with water
Bed linens
Oral hygiene supplies

ENABLING OBJECTIVES

1. Adjust bed to various heights.
2. Explain task to patient.
3. Know hygiene and safety factors.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 417.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 190-96.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review with student unfamiliar terms.
3. Discuss safety factors involved in performing this task.
4. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
5. Provide performance guide, checklist, and guided practice time for teams or groups.
6. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 69

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, physician's orders, and the necessary supplies, the student will administer a complete or partial bed bath to patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment and supplies.
2. Wash hands.
3. Identify patient and explain procedure.
4. Provide for patient's privacy and safety.
5. Prepare patient for bath by undressing and draping him/her.
6. Bathe patient. Expose only the area being bathed.
   a. Wash eye area.
   b. Wash and dry face and neck. Use soap only if desired by patient.
   c. Place towel under distal arm and wash and rinse that arm, then cover with sheet.
   d. Place towel under proximal arm and wash and rinse that arm, then cover with sheet.
   e. Drape chest with towel and wash and rinse chest and abdomen under the towel.
   f. Drape sheet to expose opposite leg only, and place towel under leg -- wash, rinse, and dry leg.
   g. Cover that leg and repeat step on proximal leg.
   h. Change the water.
   i. Turn patient to side; place towel on bed alongside back and bathe back.
   j. Allow patient to finish bath if he/she is able; if not, cleanse perineum and rinse thoroughly.
7. Assist patient to dress.
8. Clean equipment and return to storage.
9. Place bedside stand and call signal within easy reach of patient.
10. Record procedure.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 70

TASK

Administer medicated bath.

STANDARD OF PERFORMANCE OF TASK

A medicated bath must be given to a patient correctly by preparing the solution according to the strength and temperature recommended by the manufacturer. Work orders must be implemented and patient's modesty must be conserved.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bathing utensils
Tub with ordered medication
Bath thermometer
Bath linens

ENABLING OBJECTIVES

1. Know safety factors.
2. Know measurements.
3. Know techniques for providing patient privacy.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 419.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, p. 197.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Assign student to check order for type of medication being used.
3. Review with student terms that may be unfamiliar.
4. Discuss safety factors involved in performing this task.
5. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
6. Provide performance guide and guided practice time for teams or groups.
7. Evaluate the student for satisfactorily completing task or ability to verbalize steps in the correct sequence.

PERFORMANCE OBJECTIVE 70

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, physician's orders, and the necessary supplies, the student will administer a medicated sponge bath to a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work orders.
2. Wash hands.
3. Identify patient and explain procedure.
4. Assemble supplies (including medication).
5. Prepare solution according to manufacturer's or supervisor's specifications.
6. Check temperature of bath water with bath thermometer.
   NOTE: Temperature should be between 100° and 105° F.
7. Administer sponge bath (with solution) in bed according to conditions and/or supervisor's order. The following general procedures may be followed:
   a. Position patient.
   b. Protect bed linen during bath.
   c. Fill basin to desired level.
   d. Check temperature.
   e. Provide sponge bath.
   f. Maintain proper temperature of bath solution.
   g. Check patient's skin during bath.
   h. Clean and store supplies.
   i. Record procedure and patient's response.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 71

TASK

Administer perineal care.

STANDARD OF PERFORMANCE OF TASK

The perineal area of a patient must be cleansed with the prescribed solution at 105 ° F (40.5 ° C) and dried.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Cleansing solution
Bath linens
Rubber gloves

ENABLING OBJECTIVES

1. Demonstrate asepsis.
2. Use safety practices.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, p. 175.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Assign student to check order for type solution to be used, if other than water.
3. Review with student unfamiliar terms.
4. Discuss safety factors involved in performing this task.
5. Demonstrate task with mannequin as the patient.
6. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
7. Provide performance guide and guided practice time for teams or groups.
8. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 71

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, physician's orders, and the necessary supplies, the student will give perineal care to the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work order.
2. Assemble equipment and supplies.
3. Identify patient and explain procedure.
4. Wash hands.
5. Provide for patient privacy and elevate head of bed slightly.
6. Position patient on bedpan and protect linen with bed pac.
7. Pour warm (105 ° F or 40.5 ° C) prescribed solution over perineal area.
8. Make one downward stroke with each moistened wipe.
9. Dry area in the same manner.
10. Remove bedpan. Empty, clean, and return to storage.
11. Apply dressing if necessary.
12. Provide for patient's comfort.
13. Remove equipment and supplies.
14. Record procedure.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 72

TASK

Administer sitz bath.

STANDARD OF PERFORMANCE OF TASK

The water temperature of a sitz bath must be prepared and maintained at 100 ° F - 110° F (37.7 ° C - 43.3 ° C). Undue discomfort must be avoided, and the sitz bath must continue for the prescribed length of time.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Sitz bath chair
Disposable unit/tab
Bath linens
Bath thermometer

ENABLING OBJECTIVES

1. Discuss safety factors.
2. Explain task to patient.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, p. 468.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Assign student to check orders for type and timing of bath.
3. Review with student unfamiliar terms.
4. Discuss safety factors involved in performing this task and needed to remain with patient/client during procedure.
5. Demonstrate preparing the equipment and measuring temperature of water.
6. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
7. Provide performance guide and guided practice time for teams or groups.
8. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 72

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, physician's orders, and the necessary supplies and equipment, the student will assist the patient with a sitz bath.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work order.
2. Identify patient and explain procedure.
3. Wash hands.
4. Assemble equipment.
5. Prepare water at 100 ° F - 110 ° F (37.7 ° C - 43.3 ° C).
6. Place double-folded towel in bottom of tube, or prepare according to employer policy.
7. Assist patient into sitz bath, having patient sit.
8. Allow patient to stay in tub designated time (20-30 minutes).
   NOTE: Keep water at constant temperature for prescribed length of time. Remain with patient to prevent danger of fainting while unattended.
9. Assist patient out of sitz bath onto dry towel. Be prepared to support patient should the heated bath cause dizziness.
10. Assist patient to dry and dress, as necessary, and escort to room.
11. Provide for patient's comfort.
12. Clean and store equipment.
13. Record procedure.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 73

TASK

Administer tub bath.

STANDARD OF PERFORMANCE OF TASK

The patient must be clean and uninjured upon completion of the bath.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bath linens and supplies
Bath thermometer
Bath mat

ENABLING OBJECTIVES

1. Discuss safety factors.
2. Explain task to patient.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 419.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, p. 197.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Review unfamiliar terms with student .
3. Discuss safety factors involved in performing this task.
4. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
5. Provide performance guide and guided practice time for teams or groups.
6. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 73

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, physician's orders, and the necessary supplies, the student will assist the patient in taking a tub bath.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment and supplies.
2. Identify patient and explain procedure.
3. Wash hands.
4. Fill bathtub 1/3 full with water (100 ° F - 115 ° F or 37.7 ° C - 46.1 ° C).
5. Place non-skid material in bottom of tub.
6. Place "OCCUPIED" or "TREATMENT IN PROGRESS" sign on door.
7. Escort patient to tub.
8. Assist patient to undress as needed.
9. Assist patient into tub providing support to avoid slipping.
10. Place portable call signal on straight back chair at side of tub if wall signal is not present. Patient may be left alone only if condition permits. Remain close at hand.
11. Check patient at frequent intervals.
12. Assist patient in bathing, if necessary.
13. Upon completion of bath, assist patient in stepping from tub.
14. Assist with drying and dressing, if necessary.
15. Accompany patient to his/her bed.
16. Provide for patient's comfort.
17. Restore bathtub facilities to usable condition and place soiled clothing and linens in proper receptacles.
18. Record pertinent observations.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 74

TASK

Administer vaginal douche.

STANDARD OF PERFORMANCE OF TASK

Douche must be administered without injury or discomfort to the patient.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bath linens
Bedpan with cover
1000 cc irrigation solution
Disposable vaginal irrigation kit
Gloves
Waterproof pad

ENABLING OBJECTIVES

1. Identify anatomy of vagina.
2. Discuss safety and hygiene factors.
3. Explain task to patient.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, pp. 441-43.
3. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, p. 360.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review with student terms and anatomy that may be unfamiliar.
3. Discuss safety factors involved in performing the task.
4. Demonstrate task with mannequin.
5. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
6. Provide performance guide and guided practice time for teams or groups.
7. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 74

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, physician's orders, and the necessary supplies, the student will administer a vaginal irrigation.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Explain procedures to patient.
3. Assemble supplies and equipment.
4. Administer douche.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 75

TASK

Administer whirlpool bath.

STANDARD OF PERFORMANCE OF TASK

A whirlpool bath must be administered to a patient. The water temperature must be maintained at 95°F-110°F or 39°C-44°C, and the patient must be assisted into and out of the bath without injury or discomfort.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bath linens
Toilet items
Whirlpool bath

ENABLING OBJECTIVES

1. Use safety factors.
2. Demonstrate how to use thermometer.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, p. 419.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review with student terms that may not be familiar and reasons for using whirlpool bath.
3. Discuss safety factors involved in peforming this task.
4. Provide performance guide and guided practice time for teams or groups.
5. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 75

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, physician's orders, and the necessary supplies, the student will administer a whirlpool bath to a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble supplies.
2. Prepare tub.
   a. Fill tub to indicated level with warm water.
   b. Check temperature with thermometer. Temperature should be 95 ° F - 110 ° F or 39 ° C - 44 °C.
3. Assist patient into tub.
4. Turn on whirlpool motor.
5. Time procedure for 5 - 20 minutes depending on age and condition of patient.
   NOTE: If water temperature drops too low, warm water may be added to prevent chilling. Observe safety precautions in adding warm water.
6. Turn motor off.
7. Assist patient in getting out of tub.
8. Assist patient in drying and dressing.
9. Escort patient to room.
10. Clean tub and dispose of linen in proper receptacle.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 76

TASK

Brush and/or comb hair.

STANDARD OF PERFORMANCE OF TASK

A patient's hair must be groomed. Upon completion, the hair must be neat and free of tangles.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Brush/comb
Towel
Alcohol/petroleum jelly

ENABLING OBJECTIVES

1. List safety factors.
2. Demonstrate comfort techniques regarding the head.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 411.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 205-6.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Recognize the purpose of brushing and combing the resident's hair.
3. Identify steps within procedure of brushing and combing the resident's hair.
4. Review with student the importance of hair care.
5. Discuss safety factors involved in performing this task.
6. Demonstrate hair care with mannequin or with student role playing the patient.
7. Provide performance guide and guided pratice time for teams or groups.
8. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 76

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and the necessary supplies, the student will brush and/or comb the patient's hair. The hair must be neat and free of tangles.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment.
2. Identify patient and explain procedure.
3. Wash hands.
4. Place towel over pillows or patient's shoulders.
5. Turn patient's face away.
6. Remove tangles gently without pulling or breaking hair by combing or brushing, beginning at ends and working toward scalp. Use alcohol solution as necessary for tangles.
7. Brush or comb hair as follows. Consult patient as to style.
   a. Divide tangled hair into small sections.
   b. Wet matted hair with alcohol solution to facilitate combing.
   c. Hold hair firmly above matted area to comb.
   d. Part and arrange hair according to wishes of patient.
8. Remove towel.
9. Clean brush and comb and return them to storage area.
10. Wash hands.
11. Report procedure.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 77

TASK

Change linens on occupied bed.

STANDARD OF PERFORMANCE OF TASK

The linens on an occupied bed must be changed by using proper bed-making techniques with a minimum of discomfort to the patient.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bed linens: draw/turn sheet, pillowcase, fitted sheets, bedspread
Knowledge of safety factors and medical asepsis
Bag for dirty linen

ENABLING OBJECTIVES

1. Know body mechanics.
2. Adjust bed and side rails.
3. Know safety factors.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, pp. 399-404.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 170-74.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review unfamiliar terms with student.
3. Discuss safety factors involved in performing this task.
4. View videotape/filmstrip of task and demonstrate task with mannequin or with student role playing the patient.
5. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing comfort and safety of patient.
6. Provide performance guide, linen, and guided practice time for teams or groups.
7. Evaluate the student for satisfactorily completing task with checklist.

PERFORMANCE OBJECTIVE 77

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and necessary linens, the student will change linen on an occupied bed. The patient must be moved with a minimum of discomfort and the corners must be mitered with sheets tightly fitted and wrinkle free.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Assemble linens.
3. Identify patient and explain procedure.
4. Provide for patient's privacy.
5. Replace top covers with bath blanket.
6. Go to opposite side of bed.
7. Face patient. Raise side rail.
8. Loosen bottom linens and fold under patient's back.
9. Place mattress pad on bed and secure, if applicable.
10. Place bottom sheet on bed and tuck.
11. Place rubber sheet and draw sheet on near side of bed and tuck under mattress, if applicable.
12. Face patient and raise side rail.
13. Go to other side of bed and lower side rail.
14. Make second side of bed using same procedure outlined for first side.
15. Continue by placing top linen on bed and tuck.
16. Replace pillowcase.
17. Remove soiled linens.
18. Provide for patient's comfort.
19. Tidy area.
20. Record procedure, if applicable.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 78

TASK

Change linens on unoccupied bed.

STANDARD OF PERFORMANCE OF TASK

Linens on an unoccupied bed must be changed. No puckers must appear and the linens must be evenly tucked between the mattress and box spring.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bed linen
Bag for dirty linen
Mattress pad

ENABLING OBJECTIVE

Adjust bed controls.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, pp. 399-402.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 161-69.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review unfamiliar terms with students .
3. Discuss safety factors involved in performing this task.
4. Emphasize to student the need for assembling equipment prior to beginning procedure.
5. Provide performance guide, linen, and guided practice time for teams or groups.
6. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 78

CRITERION-REFERENCED MEASURE

Practical Application

Given a hospital bed and necessary linens, the student will change linen on unoccupied bed. The linens should be evenly tucked between the mattress and box springs, tightly fitted, and wrinkle free.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Select and assemble linen. Place in order of use on chair.
2. Lower bed rails.
3. Adjust bed to proper height and flat position, if allowed.
4. Pull dirty linen, holding it away from body, and dispose of it.
5. Wash hands.
6. Make foundation bed (one side).
7. Make top bedding portion of bed (one side).
8. Complete bed making by completing other side.
9. Prepare and place pillows on bed.
10. Attach signal cord, if applicable.
11. Lower bed and set brake.
12. Fanfold covers to bottom of bed, if patient will soon occupy.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 79

TASK

Clean the incontinent patient.

STANDARD OF PERFORMANCE OF TASK

An incontinent adult patient must be cleaned. Skin and gown must be clean and dry. Bed linens must be clean and neatly arranged. Skin condition requiring attention must be reported.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bath linens
Basin and water
Bags for soiled linen and clothing
Bedpan
Protective gloves

ENABLING OBJECTIVES

1. Recognize abnormal skin problems.
2. Identify the human anatomy.
3. Identify safety and asepsis.
4. Explain tasks to patient.
5. Identify bath procedures.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, pp.417-18.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, p.195.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Review unfamiliar terms with student .
3. Discuss psychological factors involved in incontinence.
4. Demonstrate task with mannequin.
5. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
6. Provide performance guide and guided practice time for teams or groups.
7. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 79

CRITERION-REFERENCED MEASURE

Practical Application

Given the necessary supplies and an incontinent patient in need of attention, the student will clean and dry patient, change bed linens, and report any skin condition requiring attention.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Assemble necessary linens and supplies.
3. Position patient and remove solid feces with toilet tissue and discard in designated receptacles.
   NOTE: When caring for the incontinent patient, it is important not to judge or scold patient. Make every effort to conserve privacy and modesty.
4. Wash soiled area with soap and water, cleansing from front to back.
5. Rinse and dry thoroughly.
6. Change gown and/or linen as necessary.
7. Wash hands.
8. Report amount and character of elimination and any sign of skin breakdown.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 80

TASK

Give back rub and massage.

STANDARD OF PERFORMANCE OF TASK

A patient must be given a back rub and massage. Upon completion of the procedure, the patient must be dry, bed covers readjusted, and bed or chair repositioned for comfort.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Rubbing medium

ENABLING OBJECTIVE

Identify human anatomy.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 413-14.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 80

CRITERION-REFERENCED MEASURE

Practical Application

Given supplies and a patient in bed the student will give the patient a back rub.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient and explain procedure.
3. Provide for privacy and adjust patient's position.
4. Observe skin for abnormalities. Report abnormalities.
5. Assume correct position.
6. Place rubbing medium in palms of hands. (Bring liquids to body temperature.)
7. Place hands at the patient's shoulders.
8. With the fingers of both hands, rub the neck with circular motion.
9. Place hands at the sacral area and rub with the fingers in a circular motion.
10. Begin at the sacral area and rub toward the neckline with long, smooth strokes.
11. Proceed downward toward sacrum with broad circular motions.
12. Repeat these motions for five minutes.
13. Adjust bed covers and assist patient to comfortable position.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 81

TASK

Perform oral hygiene, e.g., brush teeth and provide mouthwash for the conscious patient.

STANDARD OF PERFORMANCE OF TASK

Oral hygiene--brushing teeth/providing mouthwash--must be done for the conscious patient. Check sides and roof of mouth, and teeth; tongue must be thoroughly cleansed. The patient's lips and face must be clean.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bed patient
Toothpaste and toothbrush
Towel and washcloth, if needed
Mouthwash
Cup

ENABLING OBJECTIVES

1. Use oral hygiene products.
2. Use safety in handling bed patient.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, pp. 407-9.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 180-81.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Assign student to write answers to questions in workbook.
3. Identify three reasons for brushing teeth.
4. Identify steps within the procedure for brushing teeth.
5. Discuss importance of good oral care.
6. Demonstrate task with mannequin or with student role playing the patient.
7. Emphasize to student the need for assembling equipment prior to beginning procedure.

PERFORMANCE OBJECTIVE 81

TEACHING ACTIVITIES continued

8. Provide performance guide and guided practice time for teams or groups.
9. Evaluate the student for satisfactorily completing task.

CRITERION-REFERENCED MEASURE

Practical Application

Given bed patient and oral hygiene products, the student will perform oral hygiene on the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment.
2. Identify patient and explain procedure.
3. Provide privacy for patient.
4. Wash hands.
5. Place towel across patient's chest.
6. Elevate bed, if permissible.
7. Wet toothbrush and spread dentifrice.
8. Place emesis basin under patient's chin.
9. Provide patient with glass of water.
10. Instruct patient to brush teeth if able to do so; if not, assist as necessary.
11. Instruct patient to rinse mouth thoroughly and expectorate in emesis basin.
12. Wipe patient's mouth when completed.
13. Apply lubricant to lips and tongue if dry and cracked.
14. Rinse toothbrush and emesis basin and return to proper storage.
15. Provide for patient's comfort.
16. Wash hands.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 82

TASK

Perform oral hygiene, e.g.,brush teeth and provide mouthwash for the helpless or paralyzed patient.

STANDARD OF PERFORMANCE OF TASK

Oral hygiene--brushing teeth, providing mouthwash, etc., must be provided to the paralyzed patient. Check sides, roof of mouth, and teeth; tongue must be thoroughly cleansed. The patient's lips and face must be clean.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Oral hygiene products
Helpless or paralyzed patient

ENABLING OBJECTIVES

Use safety measures in administering oral hygiene.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 410.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 181, 186.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Identify four reasons for giving special mouth care.
3. Review with student importance of frequent mouth care.
4. Identify steps within the procedure for giving special mouth care.
5. Discuss safety factors involved in performing this task.
6. Demonstrate task with mannequin or with student role playing the patient.
7. Emphasize to student the need for cleaning all areas of mouth and lubricating lips, if needed.
8. Provide performance guide, supplies, and guided practice time for teams or groups.
9. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 82

CRITERION-REFERENCED MEASURE

Practical Application

Given oral hygiene products and a helpless or paralyzed patient, the student will perform oral hygiene on the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment.
2. Identify patient and explain procedure.
3. Provide privacy for the patient.
4. Wash hands.
5. If condition permits, turn patient to his/her side.
6. Drape patient with towel to protect bed and clothing.
7. Place emesis basin under patient's chin.
8. Using appropriate applicator and solution, thoroughly clean inside of mouth--check sides, roof of mouth, teeth, and tongue.
9. Rinse mouth with small amounts of liquid; allow solution to drain into emesis basin (except for unconscious patient).
10. Dry lips and face and remove towel.
11. Lubricate lips, if necessary.
12. Provide for patient's comfort.
13. Clean equipment and return to storage.
14. Wash hands.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 83

TASK

Perform oral hygiene, e.g., brush teeth and provide mouthwash for the patient with dentures.

STANDARD OF PERFORMANCE OF TASK

Upon completion, the dentures must be clean, free of stains, and maintain shape and fit.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Denture supplies
Towel
Washcloth
Patient with dentures

ENABLING OBJECTIVE

Demonstrate safety measures in using denture supplies.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 409.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 186-88.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Recognize the purpose of cleaning and storing dentures.
3. Identify steps within the procedure for cleaning and storing dentures.
4. Discuss need for privacy and for proper handling of dentures.
5. Review with student types of dentures that may not be familiar, e.g., partial plate.
6. Demonstrate task with mannequin or with student role playing the patient.
7. Provide performance guide, supplies, and guided practice time for teams or groups.
8. Evaluate student for satisfactorily completing the task.

PERFORMANCE OBJECTIVE 83

CRITERION-REFERENCED MEASURE

Practical Application

Given oral hygiene supplies and patient with dentures, the student will assist the patient with oral hygiene.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment and supplies.
2. Identify patient and explain procedure.
3. Provide privacy for the patient.
4. Wash hands.
5. Have patient remove dentures, or remove dentures if patient is unable to do so and place them in a denture cup.
6. Take dentures to sink. Fill sink with water or pad bottom with paper towel. Hold dentures with gauze pad to avoid dropping them.
7. Brush dentures (down on upper teeth and up on lower teeth).
8. Rinse dentures with gently running water.
9. Allow patient to wash mouth with mouthwash or water.
10. Have patient place dentures in mouth, or do it for the patient.
11. Dry patient's mouth and hands.
12. Lubricate lips, if necessary.
13. Clean equipment and return to storage.
14. Wash hands.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 84

TASK

Position supportive equipment, e.g., footboards and overbed cradles on the bed.

STANDARD OF PERFORMANCE OF TASK

The footboard or overbed cradle must be positioned to prevent the top bed linens from coming in contact with the patient's extremities.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Footboard/overbed cradle
Patient
Bed

ENABLING OBJECTIVES

1. List purpose of footboard or overbed cradle.
2. Use bed controls.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 405.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, p. 303.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Discuss safety factors involved in using supportive equipment and importance of proper padding to avoid injury.
3. Demonstrate task with mannequin or with student role playing the patient.
4. Provide performance guide, equipment, and guided practice time for teams or groups.
5. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 84

CRITERION-REFERENCED MEASURE

Practical Application

Given patient in bed and footboard or overbed cradle, the student will properly place the item.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Obtain footboard or cradle.
2. Place footboard between the end of the mattress and the foot of the bed.
   a. Loosen top bedding and pull from beneath mattress.
   b. Place one end of "L" shaped footboard under mattress.
   c. Pad footboard.
   d. Bring top bedding over the top of the footboard.
   e. Tuck top bedding under footboard at foot of mattress.
   f. Record procedure.
3. Place overbed cradle at foot of bed.
   a. Loosen top bedding and pull from beneath mattress.
   b. Place cradle over the bottom bedding.
   c. Bring top bedding over the top of the cradle.
   d. Tuck top bedding under mattress at foot of the bed, making sure patient has enough linen to cover.
   e. Record procedure.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 85

TASK

Prevent pressure on bony prominences.

STANDARD OF PERFORMANCE OF TASK

An alternating pressure mattress pad of synthetic fur (sheepskin) or an egg crate foam mattress must be placed on a bed for a patient. The mattress must be expanded in compliance with the work orders and the bed made ready for occupancy.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITION FOR PERFORMANCE OF TASK

Patient
Lotion
Devices to relieve pressure

ENABLING OBJECTIVE

Identify human bone structure.

RESOURCE

1. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, p. 218.
2. Caldwell and Hegner. **Nursing Assistant**, 5th edition, pp. 422-24.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Identify the terms associated with decubitus ulcers.
3. Identify the most common sites of pressure.
4. Recognize at least three types of patients most likely to develop bedsores.
5. Recognize the signs and symptoms of a pressure sore.
6. Recognize the four stages of a decubitus ulcer.
7. Identify at least 12 measures used to prevent bedsores.
8. Review with student purpose of alternating pressure mattress, sheepskin, and eggcrate mattress.
9. Discuss safety factors involved in use of and care of alternating pressure mattresses.
10. Demonstrate applying mattress on bed and connecting tubing, then allowing mattress to expand before making bed.
11. Provide performance guide, supplies, and guided practice time for teams or groups.
12. Perform proper skin care.

PERFORMANCE OBJECTIVE 85

CRITERION-REFERENCED MEASURE

Practical Application

Given work order, bed, and alternative pressure mattress, the student will prepare the bed for a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work orders.
2. Obtain alternating pressure mattress.
3. Strip bed.
4. Place alternating pressure mattress on bed.
5. Attach hoses to pump, avoiding kinking.
6. Plug motor pump into electrical outlet.
7. Cover mattress with bottom sheet.
8. Apply top linens.
9. Record procedure.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 86

TASK

Provide assistance in dressing and undressing.

STANDARD OF PERFORMANCE OF TASK

A patient must be assisted in changing bed clothes. The clothing should be removed from the unaffected side first and replaced on the affected side next. At no time should the patient be exposed.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Clean bed clothes
Laundry bag for dirty clothes

ENABLING OBJECTIVES

1. Identify body structure.
2. Use proper safety practices.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 416.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 321-23.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Discuss with student situations when patients may wear personal street clothes instead of pajamas or gown.
3. Review with student certain rules to follow when dressing or undressing patient.
4. Discuss important factors involved in not disturbing IV's.
5. Demonstrate task with mannequin or with student role playing the patient.
6. Emphasize to student the need for assembling clothing in order of use prior to beginning the procedure and the need for providing privacy.
7. Provide performance guide, clothing, and guided practice time for teams or groups.
8. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 86

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and necessary supplies, the student will change the bed clothes of the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work order.
2. Assemble all materials.
3. Identify patient and explain procedure to the patient.
4. Dress or undress patient as appropriate.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 87

TASK

Shampoo patient's hair.

STANDARD OF PERFORMANCE OF TASK

A patient's hair must be washed. The shampoo must leave hair clean and free of soap and tangles. The patient's hair must be left dry.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Shampoo and related supplies
Hair brush and comb
Basin and bath linens
Waterproof linen

ENABLING OBJECTIVES

1. Use proper asepsis.
2. Demonstrate proper safety practices.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 207-8.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Recognize the purpose of shampooing the patient's hair.
3. Identify steps within the procedure of shampooing the patient's hair.
4. Review with student the need for the nurse's approval.
5. Discuss safety factors involved in performing this task and note that this is usually a tiring procedure for the patient.
6. Demonstrate task with mannequin or with student role playing the patient.
7. Emphasize to student the need for assembling equipment prior to beginning the procedure and the need for providing privacy.
8. Provide performance guide, supplies, and guided practice time for teams or groups.
9. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 87

CRITERION-REFERENCED MEASURE

Practical Application

Given bed patient and shampoo supplies, the student will shampoo the patient's hair.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work order.
2. Assemble all materials.
3. Identify patient and explain procedure.
4. Provide for protection of bed and floor by covering with waterproof drape.
5. Check to be sure room is warm and free of drafts.
6. Protect patient's eyes and ears.
7. Provide for continuous drainage of shampoo water by positioning waterproof trough under head and draping into basin.
8. Moisten hair with water.
9. Apply shampoo.
10. Rinse and towel dry.
11. Comb out tangles starting at end and working toward crown.
12. Thoroughly dry hair.
13. Tidy area. Leave patient comfortable.
14. Record procedure, time, method, and any unusual observations or reactions.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 88

TASK

Shave patient using electric or safety razor.

STANDARD OF PERFORMANCE OF TASK

The face must be clean shaven without cuts or scratches.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Male patient
Shaving equipment and supplies
Towels

ENABLING OBJECTIVE

Discuss safety factors in shaving.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 415.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, p. 209.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Recognize the purpose of shaving the patient.
3. Review with student unfamiliar terms and the psychological aspect of shaving.
4. Identify steps within the procedure of shaving the patient.
5. Discuss safety factors involved in performing this task.
6. Demonstrate with mannequin or with male student role playing the patient.
7. Provide performance guide, supplies, and guided practice time for teams or groups.
8. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 88

CRITERION-REFERENCED MEASURE

Practical Application

Given a male patient unable to shave and the necessary shaving supplies, the student will shave the patient's face.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient and explain procedure.
3. Assemble equipment and supplies.
4. Prepare environment.
5. Provide for patient's privacy.
6. Move patient into position required for shave.
7. Shave face.
   a. Soak with warm towel.
   b. Lather or lubricate beard with shaving cream or soap.
   c. Holding skin taut, shave in direction of hair growth, taking long, smooth strokes.
8. Wash face well to remove soap.
9. Apply shaving lotion or powder, as desired.
10. Tidy areas.
11. Record procedure.

DUTY ADMINISTERING PERSONAL HYGIENE AND COMFORT MEASURES

PERFORMANCE OBJECTIVE 89

TASK

Trim fingernails and toenails.

STANDARD OF PERFORMANCE OF TASK

The fingernails and/or toenails of a patient must be cleaned and trimmed. Upon completion, there should be no rough edges , skin breaks, or irritation around the nails.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Nail clippers
Nail files
Lotion, if needed
Soft brush
Orangewood stick
Washcloth
Towel

ENABLING OBJECTIVES

1. Discuss hand care techniques.
2. Discuss safety factors.

RESOURCES

1. Simmers. **Diversified Health Occupations,** 2d edition, p. 407.
2. Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 210-11.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Recognize the purpose of caring for the fingernails and toenails.
3. Review with student anatomy and physiology of nails.
4. Identify steps within procedure for caring for the fingernails and toenails.
5. Discuss safety factors involved in performing nail care.
6. Demonstrate task with student role playing the patient.
7. Provide performance guide, checklist, and guided practice time for teams or groups.
8. Evaluate the student for satisfactorily completing task.

PERFORMANCE OBJECTIVE 89

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and the necessary supplies, the student will clean and file the nails.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble equipment and supplies.
2. Identify patient and explain procedure.
3. Soak hands/feet.
4. Clean and trim nails as follows:
   a. Push back softened cuticle with orangewood stick.
   b. Clean under nails with orangewood stick.
   c. Dry hands, if needed.
   d. Cut or file nail straight across, if needed.
5. Observe for redness, cyanosis, hangnails, infection, or signs of ingrowing.
6. Apply lotion if skin is dry.
7. Report procedure.
8. Wash hands.

ASSISTING WITH AMBULATION AND MOVEMENT

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 90

TASK

Apply, check, and release restraints.

STANDARD OF PERFORMANCE OF TASK

A restraining vest and wrist restraints must be applied to the patient. The restraints must be comfortable and easily released within ten seconds.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Vest restraint
Wrist restraint
Patient in bed/chair

ENABLING OBJECTIVES

1. Demonstrate proper use of restraints.
2. Use safety practices.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 103-8.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on proper use of restraints.
3. Demonstrate use of both wrist and vest restraints.
4. Assign student guided practice time in group.
5. Evaluate student's use of both wrist and vest restraints.

PERFORMANCE OBJECTIVE 90

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will correctly apply both vest and wrist restraints.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Collect vest restraint and wrist restraint.
2. Wash hands.
3. Identify the patient; explain procedure.
4. Apply wrist or vest restraint properly.
5. Secure correctly to bed/chair.
6. Explain method of checking and releasing restraints.
7. Properly record restraint procedure.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 91

TASK

Assist patient in and out of wheelchair and transport patient, if needed.

STANDARD OF PERFORMANCE OF TASK

A patient must assisted in and out of a wheelchair. Applicable body mechanics must be used in the process so that no injury occurs to the patient.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient in bed/chair
Wheelchair

ENABLING OBJECTIVES

1. Use applicable body mechanics for transfer.
2. Use safety practices.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 139-47.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on proper method of transferring patients safely.
3. Demonstrate transferring patient using proper body mechanics.
4. Assign student guided practice time in group.
5. Evaluate student who is transferring patient.

PERFORMANCE OBJECTIVE 91

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will correctly transfer and transport a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should ber acceptable.

PERFORMANCE GUIDE

1. Explain process and how patient can help.
2. Collect wheelchair and lap robe, if needed.
3. Wash hands.
4. Identify the patient; provide privacy.
5. Place bed in low position.
6. Assist patient to dangling position.
7. Assist patient to standing position. Obtain the help of two other people if unable to assist the patient to near side of bed.
8. Assist patient into wheelchair as follows:
   a. If patient can stand, have patient pivot and lower body into chair.
   b. If patient cannot stand, have assistants take their places (one at head and shoulders, one at hips, and one at feet). Using good body mechanics at the count of three, transfer the patient into the wheelchair with all helpers moving together.
9. To return patient to bed, reverse the procedure.
10. Leave patient comfortable and in good alignment.
11. Report procedure and any problems or symptoms encountered.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 92

TASK

Assist patient on and off stretcher and transport patient, if needed.

STANDARD OF PERFORMANCE OF TASK

Proper body mechanics must be used in the process without injury to the patient.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient in bed
Stretcher

ENABLING OBJECTIVES

1. Demonstrate proper body mechanics for transfer.
2. Demonstrate safety practices.
3. Assist others for transfer.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 147-48.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on proper method of transferring patients safely.
3. Demonstrate transferring patient using proper body mechanics.
4. Assign student guided practice time in group.
5. Evaluate student who is transferring patient.

PERFORMANCE OBJECTIVE 92

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will correctly transfer a patient from bed to stretcher and transport the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the competency should be acceptable.

PERFORMANCE GUIDE

1. Ask two other workers for help.
2. Explain the process to patient.
3. Collect a stretcher covered with a sheet, another sheet, and a pillow.
4. Wash hands.
5. Identify the patient; provide privacy.
6. Properly transfer patient to stretcher.
7. Maintain proper body mechanics and safety measures.
8. Transport patient.
9. Use four people to transfer patient if he/she is unable to assist--one at the head and shoulders, one on either side, and one at the feet.
   NOTE: Care should be taken to support all body parts during transfer.
10. Maintain patient's body alignment.
11. Fasten safety straps and side rails.
12. Transport patient head first to designated area.
13. Report procedure.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 93

TASK

Assist patient with ambulating.

STANDARD OF PERFORMANCE OF TASK

The patient must be assisted in a safe and comfortable manner with coordinated movements and must not be fatigued.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITION FOR PERFORMANCE OF TASK

Patient

ENABLING OBJECTIVES

1. Operate bed controls.
2. Describe body mechanics.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 458-63.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 93

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient that needs ambulation, the student will assist the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check floor path to be sure it is dry and clear.
2. Elevate head of bed 30°.
3. Lower bed frame to lowest possible position. Lock wheels if bed is old. Provide footstool, if necessary.
4. Take pulse and respiration, if appropriate.
5. Place one hand on patient's proximal shoulder and the other hand under his/her distal axilla. Place patient's hands on own shoulders, then pull up to a sitting position.
   NOTE: The first time a patient is ambulated, two persons are required to provide support in case of fainting.
6. Reach behind patient's distal knee with other hand and swing legs off the bed while pivoting patient's body in that direction at the same time.
7. Have patient dangle feet over side of bed for a few minutes to prevent dizziness when ambulating.
8. Assist the patient to put on robe and slippers.
9. Help the patient stand. Place hand under the patient's proximal axilla and pull to a standing position.
10. Stand at side and hold on to arm or shoulder for support as patient stands and gains balance.
11. Assist the patient to walk. Provide support by walking at side.
    a. For minimal support, have patient hold arm or elbow.
    b. For moderate support, with left hand hold patient's left hand and with right hand hold patient around waist.
    c. For more than moderate support, have additional person assist to provide support at each side.
12. Assist the patient to return to bed. Stop short of fatigue.
13. Have patient stand at bedside and pivot so that back is to the edge of the bed.
14. Assist patient to a sitting position on side of bed by supporting with hand under patient's axilla.
15. Assist patient in removal of robe and slippers.

PERFORMANCE GUIDE continued

16. Help patient swing feet onto bed.
    a. Support patient at shoulders with one hand.
    b. Grasp patient with other hand under both knees and pivot legs onto bed.
17. Take pulse and respiration if appropriate.
18. Adjust pillows and top covers of bedding to promote patient comfort.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 94

TASK

Assist patient to ambulate with crutches.

STANDARD OF PERFORMANCE OF TASK

A patient with crutches must be helped to walk. The assistance must prevent the patient from slipping or falling throughout the procedure.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Crutches

ENABLING OBJECTIVE

Understand body mechanics.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 458-62.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review and practice the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 94

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and crutches, the student will assist the patient in crutch-walking.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work order.
2. Wash hands.
3. Identify patient and explain procedure.
4. Check condition of crutches and place them near patient.
5. Provide for patient's safety.
6. Assist patient to crutch-walking position.
   a. Assist patient in positioning armpits over crutch.
   b. Assist patient in positioning hands over crutch handbars.
7. Assist patient to crutch-walk.
   a. Four-point gait:
      1) Have patient move left crutch forward.
      2) Have patient move right foot forward.
      3) Have patient move right crutch forward.
      4) Have patient move left foot forward.
   b. Two-point gait:
      1) Have patient move left crutch and right foot forward simultaneously.
      2) Have patient move right crutch and left foot forward simultaneously.
   c. Three-point gait:
      1) Have patient move both crutches and affected leg forward together, regulating the amount of weight taken on leg by weight taken on hands.
      2) Have patient move stronger leg forward.
8. Assist patient back to bed and check pulse and respiration.
9. Record procedure.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 95

TASK

Assist patient to ambulate with cane.

STANDARD OF PERFORMANCE OF TASK

The patient must ambulate without fatigue, slipping, stumbling, or falling.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Cane

ENABLING OBJECTIVE

Demonstrate body mechanics.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 458-59.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review and practice the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 95

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and cane, the student will assist the patient to ambulate with the cane.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work orders.
2. Wash hands.
3. Identify patient and explain procedure.
4. Check rubber suction top on cane for defects. Replace tip of cane if defective.
5. Assist patient to stand erect.
6. Instruct patient to extend cane to floor at a point about six inches from foot on affected side.
7. Assist patient while advancing foot on unaffected side.
8. Assist patient while simultaneously advancing foot and cane on affected side.
9. Provide for patient's safety.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 96

TASK

Assist patient to ambulate with walker.

STANDARD OF PERFORMANCE OF TASK

The patient must move without fatigue, slipping, stumbling, or falling.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Walker

ENABLING OBJECTIVES

Identify human anatomy and structure.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 457-59.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review and practice the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 96

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and a walker, the student will assist the patient to ambulate with the walker.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work orders.
2. Wash hands.
3. Identify patient and explain procedure.
4. Check walker condition and position at bedside. Replace walker if defective.
5. Assist patient to sitting position.
6. Assist patient into walker.
   a. Have patient stand erect with both hands on upper rail frame of walker.
   b. Have patient flex elbows about 30 ° and measure height to bring upper rails to the level of the palms.
   c. Adjust walker.
7. Have patient lift and advance walker with each step.
   CAUTION: Start with small steps to avoid going too fast.
8. Provide for patient's safety.
9. Assist patient to return to bed.
10. Remove walker.
11. Record procedure.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 97

TASK

Assist patient to apply braces.

STANDARD OF PERFORMANCE OF TASK

Upon completion, the braces must be comfortable to the patient without impeding the patient's circulation.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Braces
Padding, if needed

ENABLING OBJECTIVES

1. List brace types.
2. Use safety practices.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 313-14.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on braces, etiology, and application problems.
3. Demonstrate applications of braces.
4. Assign student guided practice time in groups.
5. Evaluate ability to correctly apply braces.

PERFORMANCE OBJECTIVE 97

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will correctly apply braces to a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check the doctor's order or receive order from immediate supervisor.
2. Obtain brace.
3. Wash hands.
4. Identify patient and explain procedure.
5. Assist with application of brace.
6. Apply padding, if necessary.
7. Check for comfort and impeded circulation.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 98

TASK

Assist with active and passive range of motion exercises.

STANDARD OF PERFORMANCE OF TASK

A patient must be assisted with exercises. Each body part must be supported while exercised, and mobilization must not exceed the point of fatigue/discomfort.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient

ENABLING OBJECTIVES

1. Demonstrate exercises.
2. Discuss body mechanics.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 304-8.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review and practice the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 98

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient, the student will assist the patient with active and passive ranges of motion.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify patient and explain procedure.
2. Wash hands.
3. Position patient.
4. Support patient's head.
   a. Flex and extend neck to point of resistance.
   b. Rotate neck in same manner.
5. Exercise shoulder. Support arm at elbow and wrist.
   a. Flex and extend.
   b. Rotate internally and externally.
   c. Abduct and adduct.
6. Exercise elbow. Support above elbow and at wrist.
   a. Flex and extend.
   b. Pronate and supinate.
7. Exercise wrist.
   a. Hyperextend.
   b. Extend.
   c. Flex.
8. Exercise fingers and thumb.
   a. Rotate thumb.
   b. Flex and extend fingers.
   c. Abduct and adduct fingers.
9. Exercise hip and knee. Support under knee and heel.
   a. Flex and extend hip and knee.
   b. Abduct and adduct hip.
   c. Rotate internally and externally.
10. Exercise ankle and foot.
    a. Flex and extend supporting leg above ankle.
    b. Rotate ankle, supporting ankle from the top of the leg.
11. Exercise other side of body in same manner.
12. Provide for patient's comfort.
13. Record procedure.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 99

TASK

Position patient for exam or other medical reasons.

STANDARD OF PERFORMANCE OF TASK

Proper body mechanics must be used in lifting and moving the patient, patient movement must be coordinated and smooth, and patient must be positioned in a manner to ensure safety and comfort.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Doctor's orders

ENABLING OBJECTIVES

1. Use correct body mechanics.
2. Identify human physiology.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 355-59.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 99

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient needing positioning, the student will position the patient properly for medical reasons.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. For supine position
   a. Lower head and knee cranks so that bed is flat.
   b. Turn patient on back.
   c. Support head with small pillow.
   NOTE: Head must be in a straight line with the spine, with toes pointing to ceiling and no external rotation of hips.
2. For left or right Sims position
   a. Lower head and knee cranks so that bed is flat.
   b. Turn patient to left or right side.
   c. Support weight of upper leg on pillow.
   d. Support head on small pillow in straight line with spine .
   e. Support upper arm and hand on pillow.
   f. Place pillow folded in half to patient's back and tuck to keep him/her from turning over on back.
3. For semi-Fowler's position
   a. Turn patient on back.
   b. Elevate head of bed 30 ° to 40 °.
   c. Support patient's back with pillows. Provide arm support as necessary.
   d. Raise knee rest slightly to support legs on comfortable position.
   NOTE: A modification of semi-Fowler's position used as a sleeping position for the cardiac patient who cannot breathe when leaning back in bed is as follows:
      1. Place overbed table in position that is comfortable.
      2. Place a pillow on the table to support the patient's arms and head.
      3. Position the bedside rails in the up position.
      4. Place the signal device within easy reach.
      5. Position patient sitting up with head and chest resting on padded overbed table.

PERFORMANCE GUIDE continued

4. For prone position
   a. Lower head and knee rests until bed is flat.
   b. Turn patient on abdomen.
   c. Place small pillow above breasts to relieve pressure.
   d. Place small pillow under legs between knees and ankles to relax the muscles.
5. For Trendelenburg position
   a. Pad head of bed with pillow.
   b. Turn patient on back.
   c. Elevate foot of bed about eight inches so that entire mattress slants.
   d. Place sand bags against shoulders to prevent patient from sliding down in bed, if necessary.

   NOTE: The helpless patient's position must be changed at least every two hours to avoid prolonged flexion of any one body segment and prevent pressure caused by body weight.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 100

TASK

Assist patient in dangling feet at bedside.

STANDARD OF PERFORMANCE OF TASK

A patient must be assisted with leg and foot exercise. Patient's legs must be free to swing to and fro, and the patient's body must be aligned and supported throughout the procedure.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bed patient
Doctor's orders

ENABLING OBJECTIVE

Use correct body mechanics.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 392-93.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review and practice the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 100

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and doctor's orders, the student will assist the patient to dangle his/her feet at the bedside.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient and explain procedure.
   NOTE: Pulse must be checked before, during, and after this procedure to determine patient's tolerance.
3. Move patient to near side of the bed.
4. Assist patient to sitting position. Elevate head of bed to 45 ° angle.
5. Swing patient's legs off bed by pivoting his/her body.
6. Roll pillow and tuck firmly to patient's back for support.
7. Instruct patient to swing legs to and fro.
8. Lift patient's legs and return him/her to sitting position in bed.
9. Position patient for comfort.
10. Record procedure and observations.

DUTY ASSISTING WITH AMBULATION AND MOVEMENT

PERFORMANCE OBJECTIVE 101

TASK

Transfer patient using mechanical lifts.

STANDARD OF PERFORMANCE OF TASK

By use of a mechanical lift, the patient must be transferred smoothly without injury.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Mechanical lift
Doctor's orders

ENABLING OBJECTIVES

1. Use correct body mechanics.
2. Use mechanical lift.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 398-99.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 101

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and a mechanical lift, the student will use the mechanical lift to transfer the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands and explain procedure to patient.
2. Position chair near bed with enough space to maneuver the mechanical lift. Explain procedure as steps are taken to reassure patient.
3. Place mechanical lift perpendicular to bed with wheels under bed.
4. Adjust the lifting bar over the bed.
5. Close the hydraulic pressure valve.
6. Position one sling strap under thighs, even with back of knee.
7. Position second sling strap under back, below the level of the axilla.
8. Fasten both sling straps to the lifting bar.
9. Pump hydraulic handle to raise the lifting bar until patient's body clears bed.
10. Roll lifter to the chair while second worker guides patient in sling over chair.
11. Release hydraulic pressure valve to lower patient into chair in a sitting position.
12. Unhook straps of sling and remove them from under the patient.
    NOTE: Support patient's head in transfer procedure as needed.
13. To return patient to the bed, reverse the procedure.

PERFORMING MISCELLANEOUS HEALTH TASKS

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 102

TASK

Administer wet soaks.

STANDARD OF PERFORMANCE OF TASK

Wet soaks must be administered to a patient. The solution temperature range must be maintained between 100 ° and 105 ° F. The length of time for the soak must correspond with the time specified by the supervisor. The affected area must be left dry and neatly re-dressed.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Bath linen
Protective sheet
Basin
Water
Sterile gloves
Sponges
Thermometer

ENABLING OBJECTIVES

1. Discuss general first aid practices.
2. Use measurements accurately.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 465-69.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 102

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and supplies, the student must administer wet soaks to the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Arrange necessary equipment--protective sheet, bath basin, bath thermometer, bath towel, solution as ordered at 100 ° to 105 ° F, and sterile gloves and sponges, if required.
2. Place protective sheet under area to be soaked.
3. Remove dressing and place extremity into solution.
4. If area to be soaked is not an extremity, wet sterile gauze dressing with warm solution and place over area to be treated. If no open wound is present, cover wet gauze sponges with a towel and apply a hot water bottle to maintain temperature of soaks.
5. Continue treatment for prescribed time. If extremity soak is performed, extremity must be removed from pan, and cool solution must be discarded and replaced with warm solution as required.
6. After discontinuing treatment, pat area dry. If wound is present, re-dress using aseptic technique.
7. Record procedure.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 103

TASK

Answer patient's signal light.

STANDARD OF PERFORMANCE OF TASK

A patient's signal light must be answered from the nurse's station. It must be answered within five minutes with an appropriate response to the patient's request.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Signal light system

ENABLING OBJECTIVES

1. Use signal light system.
2. Discuss correct responses to problems.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, pp. 158-59.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on signal light systems.
3. Demonstrate use of signal light system.
4. Assign student guided practice time in group.
5. Evaluate ability to answer signal light appropriately.

PERFORMANCE OBJECTIVE 103

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will answer a signal light correctly and appropriately.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Answer call signal from nurses' station.
2. Appropriately respond to patient's request.
3. Report any necessary information to nurse.
4. Shut off signal light in room or bathroom, as needed.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 104

TASK

Apply ice bag, cap, pack, or collar.

STANDARD OF PERFORMANCE OF TASK

An ice bag, cap, pack, or collar must be applied to a designated area on a patient's body. The treatment must be administered without causing pain, chills, or skin problems.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Ice bag/cap/pack/collar
Patient

ENABLING OBJECTIVE

Identify skin problems and symptoms.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 464-65.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Demonstrate the task.
4. Assign student to perform a return demonstration.
5. Review the equipment needed to complete the task, plus any supplies.
6. Assign class time for student to review the requirements of the task.
7. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 104

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and necessary supplies, the student will apply the ice container to a designated area on a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble supplies--ice container, protective cover, and ice.
2. Inspect ice container for holes or faulty closure. Replace if defective.
3. Fill container approximately 1/2 full with ice.
4. Expel air and close top securely. Check for leakage.
5. Apply protective cover.
   NOTE: Ice bags and ice caps can be covered with a towel or specially designed cover to protect the patient's skin.
6. Apply to prescribed area. Protective cover must be in contact with the affected area.
7. Refill as needed to maintain adequate application of cold.
   NOTE: Observe and report blueness, redness, or mottling of skin at each application. Be sure patient is sufficiently covered to prevent chill.
8. Remove ice container when treatment is completed or if the skin develops increased redness or pain.
9. Empty, wash, rinse, and dry ice container.
10. Inflate container with air.
11. Dispose of cap cover in dirty linen hamper.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 105

TASK

Apply cool moisture compresses.

STANDARD OF PERFORMANCE OF TASK

Cool compresses must be applied to an affected area on a patient. The treatment must be administered resulting in minimal pain.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Bed protector
Compresses
Bath thermometer
Towel

ENABLING OBJECTIVES

1. Use correct body mechanics.
2. Use proper asepsis.

RESOURCE

Caldwell and Hegner. **Nursing Assistant**, 5th edition, p. 334.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Identify the purpose of applying a cold compress or soak.
5. List at least seven key points to remember when applying a cold compress or soak.
6. List steps within the procedure.
7. Demonstrate the procedure.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 105

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and compress materials, the student will apply local cold to patient's affected area.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Assemble equipment.
3. Identify patient, explain procedure , and provide privacy.
4. Place patient in comfortable position.
5. Cover bed linen with protector.
6. Maintain proper temperature and moisture. Dressings can be kept cool with an ice bag.
7. Dip compresses in solution, wring out, and apply to area to be treated.
8. Change as ordered and check area frequently for skin reaction.
9. Discard compresses.
10. Clean and replace equipment.
11. Report procedure and patient's response.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 106

TASK

Apply local heat using compresses.

STANDARD OF PERFORMANCE OF TASK

Heat compresses must be applied to an affected area on a patient. The treatment must be administered without causing pain or skin redness.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Basin
Compresses
Bottle of solution
Protective sheet
Bath thermometer

ENABLING OBJECTIVES

1. Use correct body mechanics.
2. Use asepsis procedures.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 465-69.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Identify the purpose of applying a warm compress or soak.
5. List at least seven key points to remember when applying a warm compress or soak.
6. List steps within the procedure.
7. Demonstrate the procedure.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 106

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and compress materials, the student will apply local heat to the patient's affected area.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Identify patient.
3. Explain procedure.
4. Place patient in comfortable position.
5. Protect bed linen during treatment.
6. Lubricate skin with petroleum jelly around area to be treated.
7. Check temperature of solution with bath thermometer. Temperature should not exceed 115 ° -120 ° F or 47 ° - 49 ° C.
8. Dip compresses in solution, wring out, and apply to area to be treated.
9. Cover with plastic wrapping or towel to maintain heat.
10. Reheat compresses by dipping again.
11. Check area frequently for signs of redness.
12. After completion of treatment, wash off petroleum jelly.
13. Dry patient.
14. Clean and replace equipment.
15. Report procedure and patient's response.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 107

TASK

Apply local heat using gooseneck lamp.

STANDARD OF PERFORMANCE OF TASK

Maximum bulb wattage should be 60, with the bulb no closer than 18 inches from the affected area. The patient must not be burned.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Gooseneck lamp

ENABLING OBJECTIVES

1. Operate gooseneck lamp.
2. Use correct body mechanics.
3. Identify safety factors.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 465-69.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 107

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and a gooseneck lamp, the student will apply heat to the patient's affected area.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Turn lamp switch on and allow lamp to heat before applying to area.
   NOTE: Bulb should be 60 watts or less.
2. Explain procedure to patient.
3. Place patient in desirable position.
4. Expose area to be treated and remove dressing, if applicable.
5. Apply heat lamp to prescribed area for prescribed length of time.
   NOTE: Lamp should be 18 to 20 inches from skin to prevent burn. Continue procedure 15 to 20 minutes unless otherwise ordered. Check frequently throughout procedure for safety in positioning of light and patient.
6. When treatment is completed, remove lamp.
7. Apply sterile dressing, if applicable.
8. Position patient to facilitate comfort.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 108

TASK

Apply local heat using heating pad.

STANDARD OF PERFORMANCE OF TASK

The affected area must be checked every half hour to prevent possible burns.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Aquamatic heating pad
Distilled water
Flannel cover
Ties/tape/rolled gauze

ENABLING OBJECTIVES

1. Use aquamatic heating pad controls.
2. Identify safety practices.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 345-46.

TEACHING ACTIVITIES

1. Assign student to read and discuss resource material.
2. Present lecture on aquamatic heating pad and conventional heating pad.
3. Demonstrate use of both types of heating pads.
4. Assign student guided practice time in groups.
5. Evaluate ability to correctly use both types of pads.

PERFORMANCE OBJECTIVE 108

CRITERION-REFERENCED MEASURE

Given class discussion and demonstration, the student will apply a heating pad without injury to the patient's skin.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Explain process to patient.
2. Wash hands.
3. Collect needed equipment: conventional heating pad (cover, if necessary) or aquamatic pad, distilled water, flannel cover, ties, and tape or rolled gauze.
4. Identify patient.
5. Provide privacy.
6. Correctly prepare heating pad.
7. Secure heating pad properly.
8. Check at least every half hour and remove at specified time.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 109

TASK

Apply local heat using a warm water bottle.

STANDARD OF PERFORMANCE OF TASK

A warm water bottle must be applied to an affected area on a patient resulting in minimal pain/skin redness.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Warm water bottle
Paper towels
Thermometer
Container for warm water
Cover

ENABLING OBJECTIVES

1. Use correct body mechanics.
2. Identify temperature readings.

RESOURCE

Caldwell and Hegner. **Nursing Assistant**, 5th edition, p. 331.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Identify the purpose of applying a warm water bottle.
5. List at least seven key points to remember when applying a warm water bottle.
6. List steps within the procedure.
7. Demonstrate the procedure.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 109

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and warm water bottle, the student will apply local heat to the patient's affected area.

Method of Evaluating Practical Application

The instructor will evalaute the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands.
2. Assemble equipment.
3. Identify patient, explain procedure, and provide privacy.
4. Prepare warm water bottle as follows:
   a. Fill container with water and test for correct temperature (approximately 115 ° F).
   b. Fill warm water bottle one-third to one-half full to avoid unnecessary weight.
   c. Expel air by placing horizontally on flat surface, holding neck of bag upright until water reaches neck. Close top when all air is expelled.
   d. Wipe dry with paper towels and check for leakage.
   e. Place cover on bottle so patient's skin does not come in contact with rubber or plastic.
5. Apply bottle to affected area as ordered.
6. Repeat procedure as ordered. Check condition of skin with each reapplicaiton.
7. Clean and replace equipment.
8. Report procedure and patient's response.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 110

TASK

Apply topical ointments, sprays, and antiseptics.

STANDARD OF PERFORMANCE OF TASK

Topical ointment must be applied to a patient; the affected area or wound must be cleaned prior to treatment; the substance must match the work order exactly; treatment should not cause undue pain or skin damage.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Topical ointment/spray/antiseptic

ENABLING OBJECTIVES

1. Identify human anatomy.
2. Identify safety factors.
3. Use proper asepsis.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 166-98.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 110

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and topical ointment, the student will apply the ointment, spray, or antiseptic to the patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check work orders.
2. Wash hands.
3. Select topical ointment, spray, or antiseptic as designated.
   CAUTION: Compare label with order by reading three times:
   a. before removing from shelf
   b. before applying
   c. before returning to shelf
4. Properly identify patient and area to receive application.
5. If allowed, wash surface of affected area thoroughly with soap and water. Use sterile technique if an open wound is present.
6. Apply medication:
   a. Apply ointment in thin coats with a sterile tongue blade, spatula, or rubber gloves, if applicable.
   b. Spray medication if applicable.
   c. Antiseptics may be applied with cotton balls, applicators, or gauze sponges using sterile techniques when applicable.
7. Report application and patient response.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 111

TASK

Change non-sterile dressings.

STANDARD OF PERFORMANCE OF TASK

Proper technique will be evidenced by no contamination of wound or articles during dressing change.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Gauze
Tape
Ordered ointment medication
Non-sterile gloves (two pairs)
Trash bag
Scissors (if needed)

ENABLING OBJECTIVES

1. List correct treatment of dressings.
2. Discuss infection control practices.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 190-92.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Present lecture on non-sterile dressing changes (explaining differences between sterile and non-sterile).
3. Demonstrate non-sterile dressing change.
4. Assign student guided practice time in groups.
5. Evaluate ability to correctly change a non-sterile dressing without contamination of wound or articles.

PERFORMANCE OBJECTIVE 111

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will apply a non-sterile dressing correclty and without contamination of wound or articles.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Check the doctor's order or obtain from immediate supervisor.
2. Assemble equipment.
3. Wash hands.
4. Identify patient, explain procedure, and provide for privacy.
5. Remove soiled dressing.
6. Wash hands.
7. Observe wound.
8. Apply treatment and non-sterile dressing.
9. Wash hands and remove soiled dressing in knotted bag from room.
10. Reort to supervisor.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 112

TASK

Perform postmortem care.

STANDARD OF PERFORMANCE OF TASK

Student will perform postmortem care on deceased body according to prescribed standards, treating the body with dignity and respect.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Death care kit or shroud	Basin
Gauze dressings	Water
Plastic bag for belongings	Soap
Valuables list	Towel
Clean gown	Comb/Brush

ENABLING OBJECTIVE

Be able to deal with own feelings about death and dying.

RESOURCE

Rambo and Wood. **Nursing Skills for Clinical Practice**, 3d edition, pp. 781-83.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on task.
3. Demonstrate task.
4. Assign class time for student to review requirements of task.
5. Stress need for treating body with dignity and respect.

PERFORMANCE OBJECTIVE 112

CRITERION-REFERENCED MEASURE

Practical Application

Given deceased patient and supplies, the student will administer postmortem care.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Gather the necessary equipment and take it into the room.
2. Wash hands.
3. Draw curtains (if available) around bed and close door.
4. Elevate bed to working position and set in flat position.
5. Place body in supine position. Close eyes. Straighten the body with arms laid to each side with palms down. Replace dentures. Place towel rolled as a cylinder under chin. Place pillow under head.
6. Remove all jewelry, list on valuables list, and give to charge nurse.
7. Clean body.
8. Arrange hair.
9. Care for drainage tubes. All tubes are generally removed from the body.
10. Change dressings.
11. Dress body in clean gown and straighten bed.
12. Place body in shroud kit, if indicated, following procedure on shroud kit.
13. Close room door upon leaving.
14. Wash hands.
15. Record procedure.

NOTE: If body is to be transported to holding area or morgue, clean room upon return.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 113

TASK

Check hearing aid for malfunction.

STANDARD OF PERFORMANCE OF TASK

The hearing aid will be maintained in proper working order.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Hearing aid

ENABLING OBJECTIVES

List safety factors.

RESOURCE

Heaton. **Nursing Assistant Training Program for Long-Term Care,** pp. 23-8 to 23-10.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Identify the purpose of caring for the hearing aid.
5. List procedural points to remember when placing a hearing aid, checking batteries, and caring for and storing a hearing aid.
6. Identify steps within the procedure.
7. Demonstrate the procedure.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 113

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and materials, the student will check a hearing aid for malfunction.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

Testing the battery in a hearing aid.

1. Turn the hearing aid control switch in the ON position.
2. Turn the volume control up.
3. Cup your hand over the hearing aid. You should now be able to hear a whistle sound; if not, change the batteries.

Storing the hearing aid.

1. Turn the hearing aid OFF when not in use.
2. Remove the battery from the battery case when the unit is not in use. Leave the case open.
3. Make sure that the hearing container is labeled with the patient's name and room number.

Caring for the hearing aid.

1. NEVER WASH A HEARING AID. It must be returned to the dealer to be cleaned properly.
2. Do not drop a hearing aid.
3. Handle the hearing aid carefully. A strong blow can damage or break the unit.
4. Do not expose a hearing aid to heat.
5. Do not let moisture get into the hearing aid. Steam can damage the unit.
6. Do not use hair spray or an aerosol medical spray on a patient with a hearing aid. The spray can clog the unit.

DUTY PERFORMAING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 114

TASK

Perform care for an artificial eye.

STANDARD OF PERFORMANCE OF TASK

The artificial eye must be cleansed and eye socket irrigated. The treatment must be administered with recommended solution.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Eye irrigation kit
Eye cup (one-half full of lukewarm water)
Small basin (one-half full of lukewarm water)
4 x 4 gauze pads (2)
Cotton balls
Towel
Plastic cap (optional)

ENABLING OBJECTIVES

1. Use recordkeeping and reporting procedures.
2. Use asepsis.
3. Use universal precautions.

RESOURCE

Heaton. **Nursing Assistant Training Program for Long-Term Care,** pp. 23-3 to 23-7.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Identify the purpose of caring for the artificial eye.
5. List at least 12 key procedural points to remember when caring for the artificial eye.
6. Identify steps within the procedure.
7. Demonstrate the procedure.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 114

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and materials, the student will provide care for the artificial eye.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Wash hands thoroughly before beginning the procedure, before inserting the eye, and after completing the procedure.
2. Cleaning solution (water and/or prescribed solution) should not exceed 100 ° F (37.7 °C).
3. Permit the patient, if able, to remove and replace the artificial eye.
4. Allow the patient as much privacy as possible.
5. DO NOT USE ALCOHOL, ETHER, OR ACETONE. These may cause the plastic on the artifical eye to discolor and dim the luster of the eye.
6. If an eye cup is not available, use a clean denture cup.
7. Make sure the eye is clearly labeled with the resident's name and room number.
8. If the artificial eye is washed in the resident's bathroom, fill the sink one-half full of lukewarm water (100 °F [37.7°C]) to prevent breakage should the eye be accidentally dropped.
9. Handle the eye carefully to avoid scratching it.
10. When removing the eye, cup the free hand close to the eye to avoid accidental dropping of the eye.
11. Make sure the gauze pads are in the eye cup to protect the eye when placing it in the cup.
12. Avoid using pressure when cleaning the eyelid.
13. If difficulty is experienced in removing or inserting the eye, cease the procedure and summon the staff/charge nurse.
14. Do not force the procedure. Take your time and be gentle with the patient.

DUTY PERFORMING MISCELLANEOUS HEALTH TASKS

PERFORMANCE OBJECTIVE 115

TASK

Perform care for an artificial limb.

STANDARD OF PERFORMANCE OF TASK

The artificial limb must be clean and in good repair, and the skin must be free of irritation or breakdown.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Artificial limb

ENABLING OBJECTIVE

Identify safety factors.

RESOURCES

Heaton. **Nursing Assistant Training Program for Long-Term Care**, pp. 23-11 to 23-12.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Identify the purpose of caring for the artificial limb.
5. List factors to remember when caring for skin and the artificial limb.
6. Identify steps within the procedure.
7. Demonstrate the procedure.
8. Assign class time for student to review the requirements of the task.
9. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 115

CRITERION-REFERENCED MEASURE

Practical Application

Given patient and materials, the student will provide care for the artificial limb.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

Caring for the Artificial Limb

1. Make sure that the artificial limb is clean. Cleanliness is an important factor in preventing skin problems.
2. Wash, rinse, and dry the socket of the artificial limb every day.
3. Keep lint and dirt from accumulating in the joints.
4. Lightly oil the artificial limb at least once each week.
5. Inspect the artificial limb for loose or worn parts at least once each week. Report such findings to the charge nurse.
6. Report any changes, problems, or complaints the patient has concerning the fitting of the artificial limb.

Skin Care for a Resident Who Wears an Artificial Limb

1. Wash the stump daily with soap and water.
2. Thoroughly rinse soap and water from the stump.
3. Avoid using any creams, ointments, or preparations that contain alcohol.
4. When applying a stump sock, make sure that it is free of wrinkles and that it fits well.
5. Make sure that clean stump sock is used daily. NOTE: Wash stump sock daily in cool water and mild soap. Dry the sock thoroughly before reuse.
6. Instruct the patient not to pad the stump or socket with cotton, towels, washcloths, etc. NOTE: The uneven distribution of pressure can cause pressure sores and infection.
7. Report any change in the size of the stump. NOTE: Changes in the size of the stump will require adjustments in the artificial limb that only the prosthetist can make.
8. Report any change in the patient's skin condition.

PERFORMING HOUSEKEEPING FUNCTIONS

DUTY PERFORMING HOUSEKEEPING FUNCTIONS

PERFORMANCE OBJECTIVE 116

TASK

Clean the patient's immediate environment, to include closets and bedside tables.

STANDARD OF PERFORMANCE OF TASK

A patient's room must be cleaned. Upon completion, the room must be tidy, promote safety and infection control.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Patient's room

ENABLING OBJECTIVES

1. List infection control principles.
2. Use proper asepsis.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 153-60.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Present lecture on the patient unit, including safety and infection control.
3. Demonstrate proper care for a patient unit.
4. Assign student guided practice time in group.
5. Evaluate ability to correctly clean a patient's environment.

PERFORMANCE OBJECTIVE 116

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will clean a patient's environment.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Clean patient's bedside table, overbed table, and closets.
2. Store patient articles appropriately:
   a. Bedpan covered
   b. Articles on floor picked up
   c. Personal items clean
3. Collect cleaning supplies and bring to patient's room.
4. Pick up trash and litter on shelves and table tops, if necessary.
5. Treat dust mop and dust cloths with dust control solution.
6. Dust-mop floor around closets and tables. Use long and straight strokes with the mop. Avoid flicking the mop and scattering the dust.
7. Fold dust cloth in series of squares to provide clean surfaces.
8. Start with highest point in closet and on table and work down.
9. Use long straight strokes with the cloth in both horizontal and vertical direction. Hold cloth loosely so that it will absorb dust easily. Do not flick the cloth and scatter dust.
10. Inspect surfaces for smudges, oily spots, and streaks. Moisten cloth, if necessary, and remove spots. Apply light cleaning solution to surfaces for hard to remove spots.
11. Line shelves and table top, if desirable.
12. Rearrange furniture or other items for the convenience of the patient.

DUTY PERFORMING HOUSEKEEPING FUNCTIONS

PERFORMANCE OBJECTIVE 117

TASK

Set up isolation unit and utilize isolation technique in caring for a patient with a communicable disease.

STANDARD OF PERFORMANCE OF TASK

The process in establishing the unit and the techniques needed in caring for the patient must be described and/or demonstrated. The technique must not be broken during any part of the procedure.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Isolation gowns
Isolation masks
Gloves
Laundry hamper
Plastic trash bag
Plastic linen bag
Laundry bag
Personal articles (basin, bedpan, etc.)
Thermometer
Stethoscope
Sphygmomanometer

ENABLING OBJECTIVES

1. Use proper techniques for establishing isolation.
2. Identify unit sanitary precautions for communicable diseases.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 362-71.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Present lecture on isolation procedures.
3. Demonstrate proper way to set up an isolation unit.
4. Assign student guided practice time in group.
5. Evaluate ability to correctly establish an isolation unit.

PERFORMANCE OBJECTIVE 117

CRITERION-REFERENCED MEASURE

Practical Application

Given class discussion and demonstration, the student will establish an isolation unit.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble needed items.
2. Set up gowns, masks, and gloves outside of isolation unit.
3. Set up laundry hamper with plastic linen bag and laundry bag.
4. Place plastic bag in trash can.
5. Place personal items, thermometer, stethoscope, and sphygmomanometer in room.

DUTY PERFORMING HOUSEKEEPING FUNCTIONS

PERFORMANCE OBJECTIVE 118

TASK

Wash utensils and equipment.

STANDARD OF PERFORMANCE OF TASK

The utensils and equipment for an area must be cleaned according to regulations. All items must be presoaked. No dirt or debris can be evident on the articles.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Cleaning area
Cleaning supplies
Utensils and equipment needing for cleaning

ENABLING OBJECTIVES

1. List sanitary wash procedures.
2. Use proper asepsis practices.

RESOURCE

Simmers. **Diversified Health Occupations,** 2d edition, pp. 166-98.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress in class discussion the need for cleanliness in completing the task.

PERFORMANCE OBJECTIVE 118

CRITERION-REFERENCED MEASURE

Practical Application

Given utensils, the student will presoak and wash utensils and equipment.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Prepare soap or detergent solution.
2. Soak utensils and equipment in solution.
3. Scrub with brush to remove residue.
4. Rinse thoroughly with fresh water.
5. Drain articles and towel dry.
6. Place damaged or broken items in appropriate containers for repair or discarding.
7. Prepare articles for sterilization, if appropriate.

PROVIDING DIVERSIONAL ACTIVITIES

DUTY PROVIDING DIVERSIONAL ACTIVITIES

PERFORMANCE OBJECTIVE 119

TASK

Organize group activities such as meals, parties, field trips, arts and crafts, games, and group singing for patients.

STANDARD OF PERFORMANCE OF TASK

A set of group activities must be planned for patients, to include parties and field trips. The time frame for these activities should be set by the instructor.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patients
Equipment and supplies as needed for activity

ENABLING OBJECTIVES

1. Enjoy group activities.
2. Organize groups of people.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 393-96.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. List five types of activity programs in long-term care facilities.
4. Give at least three examples of activities for each type of activity program.
5. Give at least two ways in which a patient is aided by each type of activity program.
6. Review the equipment needed to complete the task, plus any supplies.
7. Assign class time for student to review the requirements of the task.
8. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 119

CRITERION-REFERENCED MEASURE

Practical Application

Given a set of patients, the student will plan a series of group activities for the patients.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify ways that group activities can help patients.
2. List common group activities that can be used to formulate a plan.
3. List the responsibilities of an assistant in planning group activities.

DUTY PROVIDING DIVERSIONAL ACTIVITIES

PERFORMANCE OBJECTIVE 120

TASK

Assist patient in using diversional aids such as puzzles, games, posters, and greeting cards.

STANDARD OF PERFORMANCE OF TASK

A patient must be assisted in using such items as games, puzzles, or handicrafts. The items used must be safe and clean and must promote rehabilitation.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient
Games/puzzles/handicrafts

ENABLING OBJECTIVES

1. List safety factors.
2. Use proper asepsis.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants,** 2d edition, pp. 393-96.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for cleanliness in completing the task.

PERFORMANCE OBJECTIVE 120

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and a set of diversional activities, the student will assist the patient with the items.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. List the types of puzzles, games, and print materials used with patients.
2. Describe patient considerations that should be used in profiding specific items.
3. Identify general safety and cleanliness practices.

DUTY PROVIDING DIVERSIONAL ACTIVITIES

PERFORMANCE OBJECTIVE 121

TASK

Assist patients with special requests such as errands, letter writing, and funerals.

STANDARD OF PERFORMANCE OF TASK

Patients must be assisted with requests such as errands, letter writing, and funerals.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patients
Transportation vehicles

ENABLING OBJECTIVES

1. List safety factors.
2. Use proper asepsis.

RESOURCE

Sorrentino. **Mosby's Textbook for Nursing Assistants**, 2d edition, pp. 441-46.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 121

CRITERION-REFERENCED MEASURE

Practical Application

Given patients and assorted requests, the student will assist the patient in completing the activities.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Identify routine patient requests that need to be addressed.
2. Describe the assistant's responsibilities in helping with patient requests.

DUTY PROVIDING DIVERSIONAL ACTIVITIES

PERFORMANCE OBJECTIVE 122

TASK

Make purchases for patients.

STANDARD OF PERFORMANCE OF TASK

Purchases must be made for patients according to accepted practices and procedures.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient and needs
Transportation vehicles
Purchase orders, if needed

ENABLING OBJECTIVE

Identify purchasing practices and procedures for patients.

RESOURCE

Simmers. **Diversified Health Occupations**, 2d edition, pp. 42-44.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on the task.
3. Review the equipment needed to complete the task, plus any supplies.
4. Assign class time for student to review the requirements of the task.
5. Stress the need for accuracy in completing the task.

PERFORMANCE OBJECTIVE 122

CRITERION-REFERENCED MEASURE

Practical Application

Given a patient and items needed for the patient, the student will make the needed purchases.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Describe the types of patient purchases usually allowed.
2. List the type of authorization usually needed to make purchases for patients.

OBSERVING AND DOCUMENTING

DUTY OBSERVING AND DOCUMENTING

PERFORMANCE OBJECTIVE 123

TASK

Use correct medical terminology.

STANDARD OF PERFORMANCE OF TASK

Medical terms must be defined, pronounced, and spelled, including selected prefixes, suffixes, and root words.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Standard listing guide
Tape recorder

ENABLING OBJECTIVES

1. Read at (minimum) sixth grade reading level.
2. Use listening skills.

RESOURCES

1. Thomas. **Cyclopedic Medical Dictionary**.
2. Simmers. **Diversified Health Occupations**, 2d edition, pp. 125-33.

TEACHING ACTIVITIES

1. Discuss basic terminology.
2. Make flash cards for studying.
3. Add new terms daily and review old.

PERFORMANCE OBJECTIVE 123

CRITERION-REFERENCED MEASURE

Practical Application

Given guides, the student will use correct medical terminology including prefixes, suffixes, root words, and abbreviations.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Divide terms into sections for easier learning.
2. Make flash cards grouped by the alphabet.
3. Play bingo with terms.
4. Learn all abbreviations for one letter per week.

DUTY OBSERVING AND DOCUMENTING

PERFORMANCE OBJECTIVE 124

TASK

Report patient's actions.

STANDARD OF PERFORMANCE OF TASK

Reporting of patient must be objective and include general condition, responses, and anything unusual.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Note pad
Pen
Reporting skills

ENABLING OBJECTIVES

1. List safety rules.
2. Use all five senses.

RESOURCE

Caldwell and Hegner. **Assisting in Long-Term Care**, pp. 33-36.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Give lecture on task.
3. Discuss senses and reporting skills.
4. Stress need for accuracy as one major responsibility.

PERFORMANCE OBJECTIVE 124

CRITERION-REFERENCED MEASURE

Practical Application

Given guides, the student will correctly describe several patient observations involving the senses, then chart the information on a sample form using objective observations.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Discuss observations for each sense.
2. Give examples and role play for accuracy.
3. Select chart form.
4. Record observation using correct color ink, correct data , objective assessment, and proper signature.

DUTY OBSERVING AND DOCUMENTING

PERFORMANCE OBJECTIVE 125

TASK

Assist in patient care plan.

STANDARD OF PERFORMANCE OF TASK

Care plan must be developed during care conferences attended by all team members to meet specific needs of the patient.

SOURCE OF STANDARD

South Carolina Writing Team

CONDITIONS FOR PERFORMANCE OF TASK

Patient record
Team members' records

ENABLING OBJECTIVE

List patient's needs.

RESOURCE

Caldwell and Hegner. **Assisting in Long-Term Care**, pp. 29-30.

TEACHING ACTIVITIES

1. Assign resource reading for class discussion.
2. Present lecture on topic.
3. Assign written care plan summaries for review.

PERFORMANCE OBJECTIVE 125

CRITERION-REFERENCED MEASURE

Practical Application

Given a care plan form, the student will correctly develop a plan for a patient.

Method of Evaluating Practical Application

The instructor will evaluate the student's work by observation. Each aspect of the task should be acceptable.

PERFORMANCE GUIDE

1. Assemble needs of patient from each team member.
2. List long- and short-term goals for each need with appropriate measures to attain the goals.

APPENDICES

APPENDIX A

JOB TITLES AND DUTY /TASK LIST

APPENDIX A

Job Titles:

Rural Health Worker
Home Attendant
Nursing Home Worker

DOT Number:

354.374.010

APPENDIX A

DUTY/TASK LIST

DUTY/TASK LIST	P.O./PAGE NO.
A. INTRODUCING HEALTH CARE WORKS AND FACILITIES	
Identify the health care team and facilities	1/5
Explain the responsibilities of the LTC nursing assistant	2/7
Identify the role of the homemaker-home health aide and the services this person provides to individuals and families.	3/9
Demonstrate professional work attitudes.	4/11
Identify basic human needs as defined by Maslow.	5/13
Identify legal and ethical aspects of LTC residency.	6/15
B. ASSISTING WITH EXAMINATIONS	
Change paper on exam table.	7/18
Drape patient for exam.	8/20
Dress patient.	9/22
Set up vaginal specimen stand (Pap smear).	10/24
Set up vaginal specimen tray (GC culture test).	11/26
Weigh patient (infant).	12/28
Weigh patient (adult who is able to stand).	13/30
C. ASSISTING WITH DIAGNOSTIC TESTS	
Check urine using Acetest.	14/33
Check urine using keto-diastik.	15/35
Check urine using test tape.	16/37
Check urine using clinitest.	17/39
Collect and label sputum specimen.	18/41
Collect and label urine specimen.	19/43
Label and incubate GC culture plate.	20/45
Package laboratory specimens for mailing.	21/47
Perform urine pregnancy test.	22/49
Perform visual screening.	23/51
Collect and label stool specimen.	24/53
Collect and label a urine specimen from a closed drainage system.	25/55
Collect and label a clean-catch urine specimen.	26/57
D. PROVIDING HEALTH INFORMATION AND PERFORMING OUTREACH FUNCTIONS	
Identify patient's rights and responsibilities.	27/60
Assist individual with reading and understanding selected health materials.	28/62

DUTY /TASK LIST (continued)

Assist in admitting the patient, including examining and assessing. 29/64
Transfer resident from room, including discharge from clinic. 30/66
Demonstrate technique for first aid. 31/68
Explain safety precautions needed to avoid falls and burns. 32/70
Demonstrate technique for cardiopulmonary resuscitation/Heimlich maneuver. 33/72
Demonstrate how to prevent complications of immobility. 34/74
Follow-up on patient care. 35/76
Identify the problems of human health-related aging. 36/78
Provide information on giving and taking medications. 37/80
Transport patients to and from health facilities. 38/82

E. PERFORMING CLERICAL TASKS

Answer telephone. 39/85
Complete medical request slips. 40/87
File/maintain clinical records. 41/89
Record patient care data or lab test results on patient's record. 42/91
Schedule clinic appointments. 43/93

F. MEASURING CARDINAL OR VITAL SIGNS

Measure and record apical pulse. 44/96
Measure and record axillary temperature. 45/98
Measure and record temperature with oral and rectal thermometers. 46/100
Measure and record temperature with electronic thermometer. 47/102
Measure and record blood pressure with aneroid sphgmomanometer. 48/104
Measure and record blood pressure with mercurial sphgmomanometer. 49/106
Measure and record radial pulse. 50/108
Measure and record respirations. 51/110

G. ASSISTING PATIENT WITH INTAKE AND OUTPUT

Administer a cleansing enema. 52/113
Administer tube feeding. 53/115
Assist adult patient with feeding (including special formulas); measure and record food and fluid intake. 54/117
Assist patient using bedside commode; measure and record urine, stool, or emesis output. 55/119
Assist patient to bathroom and provide proper personal attention. 56/121
Assist patient with bowel and bladder retraining. 57/123
Collect 24-hour urine specimen. 58/125

Handle patient's body secretions properly. 59/127
Place and remove the bed/pan urinal. 60/129
Empty urine from urinary drainage bag. 61/131
Perform catheter care with catheter care kit or soap and water. 62/133
Administer an oil retention enema 63/135
Administer a return flow (Harris Flush) enema. 64/137
Measure the capacity of fluid containers. 65/139

H. APPLYING BINDERS AND BANDAGES

Apply figure-8 bandages. 66/142
Apply spiral bandages. 67/144
Apply triangular bandages. 68/146

I. ADMINISTER PERSONAL HYGIENE AND COMFORT MEASURES

Administer complete or partial bed bath. 69/149
Administer medicated bath. 70/151
Administer perineal care. 71/153
Adminster sitz bath. 72/155
Administer tub bath. 73/157
Administer vaginal douche. 74/159
Administer whirlpool bath. 75/161
Brush and/or comb hair. 76/163
Change linens on occupied bed. 77/165
Change linens on unoccupied bed. 78/167
Clean the incontinent patient. 79/169
Give back rub and massage. 80/171
Perform oral hygiene, e.g., brush teeth and provide mouthwash for the conscious patient. 81/173
Perform oral hygiene, e.g., brush teeth and provide mouthwash for the helpless or paralyzed patient. 82/175
Perform oral hygiene, e.g., brush teeth and provide mouthwash for the patient with dentures. 83/177
Position supportive equipment, e.g., footboards and overbed cradles on the bed. 84/179
Prevent pressure on bony prominences. 85/181
Provide assistance in dressing and undressing. 86/183
Shampoo patient's hair. 87/185
Shave patient using electric or safety razor. 88/187
Trim fingernails and toenails. 89/189

J. ASSISTING WITH AMBULATION AND MOVEMENT

Apply, check, and release restraints. 90/192
Assist patient in and out of wheelchair and transport patient, if needed. 91/194
Assist patient on and off stretcher and transport patient, if needed 92/196
Assist patient with ambulating. 93/198

Assist patient to ambulate with crutches. 94/201
Assist patient to ambulate with cane. 95/203
Assist patient to ambulate with walker. 96/205
Assist patient to apply braces. 97/207
Assist with active and passive range of motion exercises. 98/209
Position patient for exam or other medical reasons. 99/211
Assist patient in dangling feet at bedside. 100/214
Transfer patient using mechanical lifts. 101/216

K. **PERFORMING MISCELLANEOUS HEALTH TASKS**

Administer wet soaks. 102/219
Answer patient's signal light. 103/221
Apply ice bag, cap, pack, or collar. 104/223
Apply cool moisture compresses. 105/239
Apply local heat using compresses. 106/225
Apply local heat using gooseneck lamp. 107/227
Apply local heat using heating pad. 108/229
Apply local heat using a warm water bottle. 109/241
Apply topical ointments, sprays, and antiseptics. 110/231
Change non-sterile dressings. 111/233
Perform postmortem care. 112/235
Check hearing aid for malfunction. 113/237
Perform care for an artificial eye. 114/243
Perform care for an artificial limb. 115/245

L. **PERFORMING HOUSEKEEPING FUNCTIONS**

Clean the patient's immediate environment, to include closets and bedside tables. 116/248
Set up isolation unit and utilize isolation technique in caring for a patient with a communicable disease. 117/250
Wash utensils and equipment. 118/252

M. **PROVIDING DIVERSIONAL ACTIVITIES**

Organize group activities such as meals, parties, field trips, arts and crafts, games, and group singing for patients. 119/255
Assist patient in using diversional aids such as puzzles, games, posters, and greeting cards. 120/257
Assist patients with special requests such as errands, letter writing, and funerals. 121/259
Make purchases for patients. 122/261

N. **OBSERVING AND DOCUMENTING**

Use correct medical terminology. 123/264
Report patient's actions. 124/266
Assist in patient care plan. 125/268

APPENDIX B

DEFINITIONS OF TERMS

APPENDIX B

DEFINITIONS OF TERMS

A number of terms frequently used in this guide may be unfamiliar to the reader; others may be familiar, but in the context of this handbook have been assigned special meanings.

AFFECTIVE.
Skills which emphasize an attitude, feeling, emotion, or degree of acceptance and rejection.

CATALOG.
A comprehensive collection of performance objectives, performance guides, and related data developed in a specific domain.

CBVE (COMPETENCY-BASED VOCATIONAL EDUCATION).
A methodology of instruction that (a) identifies the abilities and skills needed for on-the-job performance; (b) informs students and teachers of the precise and detailed learning objectives required to achieve these competencies; (c) emphasizes performance standards in testing, course requirements, and/or graduation; and (d) facilitates learning by letting each student master the tasks prior to advancing to another.

CHECKPOINT.
A point in the development of the V-TECS product when material must be sent to V-TECS central office for quality review.

CIP (CLASSIFICATION OF INSTRUCTION PROGRAM) CODE.
A code developed by the U.S. Office of Education to identify a specific cluster of related jobs for training program identification.

COGNITIVE.
Skills which emphasize the recall of knowledge and development of intellectual abilities.

COMPETENCY.
Proficiency in the knowledge and skills required of workers in a particular occupation or occupational specialty; a term used by educators to mean essentially program goal, duty, task, or objective. In some cases the terms are essentially synonymous.

CONDITIONS.
Describes the situation for competent task performance, including tools and equipment to be used, and limitations under which the tasks will be performed.

CONSORTIUM.
A group of state agencies, institutions, or other entities which have been legally constituted through letters of commitment, agreements, or by assignment of higher authorities to work together toward the solution of problems in education. A consortium, for the purposes of this work, must have membership from autonomous agencies and institutions which cut across state boundaries as they attempt to solve problems or meet goals.

CRITERION-REFERENCED MEASURES.
An evaluative procedure used to determine if a student has mastered a performance objective.

CROSS-REFERENCE TABLE.
A table that identifies the relationship among duties and tasks found in the occupational inventory and the performance objectives in the final catalog. Also noted are percentages of incumbents performing the tasks by D.O.T.

CURRICULUM GUIDE.
An instructional resource developed from a V-TECS catalog to guide CBVE for an occupation.

DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.).
A document published by the U.S. Department of Labor, Employment and Training Administration. This publication groups occupations into systematic occupational classification structures based on interrelationships of job tasks and requirements.

DISTRACTOR.
An incorrect response to a multiple-choice or true/false test item.

DOMAIN (OCCUPATIONAL DOMAIN).
A group of job titles that are related on the basis of required skills and knowledge.

D.O.T. CODE.
A nine-digit number used to identify a specific job within a given calendar year.

DUTY.
A cluster of related tasks performed by incumbent workers in an occupational domain.

ENABLING OBJECTIVE.
An objective related to background knowledge or skills that are prerequisite to the mastery of a given task.

FIELD REVIEW.
The process of using and refining drafts of V-TECS materials for the purpose of identifying content errors or technical problems.

GUIDE SHEET.
Instructional information including the duty, performance objective, task, performance of standard, survey of standard, conditions for performance of task, enabling objectives,resources, teaching activities, criterion-referenced measures, and performance guide.

JOB.
A group of tasks performed by a job incumbent.

JOB INCUMBENT.
An individual who is currently employed in an occupation.

OCCUPATIONAL ANALYSIS (Task Analysis).
The process of reviewing elements of a job for the purpose of improving training program content across program levels of vocational-technical education.

OCCUPATIONAL INVENTORY(Task Inventory Booklet).
A survey instrument listing tasks performed and tools and equipment used by job incumbents in an occupational domain.

OCCUPATIONAL SURVEY.
The procedures for collecting data to identify the duties and tasks that comprise one or more jobs, job types, or career field ladders for the collection and analysis of information concerning such duties.

O.E./CIP CODE.
A code developed by the U.S. Office of Education to identify a specific cluster of related jobs for training program identification.

PERFORMANCE-BASED INSTRUCTION.
Instruction which requires the learners demonstration of specific competencies. The desired abilities are selected before the instruction is described and are clearly defined as observable performance objectives.

PERFORMANCE CHECKLIST.
A list of performance steps derived from the performance guide to record acceptable or unacceptable performance of each step of a task.

PERFORMANCE GUIDE (PG).
A series of steps required for performance of a task arranged in the sequence ordinarily followed.

PERFORMANCE OBJECTIVE (PO).
A statement, in precise measurable terms, of a particular behavior to be exhibited by a learner under specified conditions, including a standard of performance.

PSYCHOMOTOR.
Skills which emphasize manipulation of material or tools.

QUALITY REVIEW.
A review of content by V-TECS staff or designated representative to examine quality of content, format, and style of V-TECS product(s).

RESOURCES.
Materials which are used to develop instruction and/or learner-specific objectives.

SOURCE OF STANDARD.
A person or origin from which the information establishing the standard is received.

STANDARD.
The criteria used to determine if a task has been successfully or unsuccessfully performed.

STATE-OF-THE-ART REFERENCE.
Current materials from which information or resources can be found to facilitate instruction.

STATE-OF-THE-ART (SOA) STUDY.
Research conducted to determine the current status of performance-based instructional materials and practices in the domain area under study and to obtain other information that might be useful in catalog development.

SUBJECT-MATTER EXPERT.
A highly experienced person (incumbent worker/instructor) who assists in identifying task performance steps, skills, and knowledge necessary to perform the job.

TASK.
A unit of work activity which constitutes logical and necessary steps in the performance of a duty. A task has a definite beginning and ending point in its accomplishments and generally consists of two or more definite steps.

TASK ANALYSIS.
The process of reviewing elements of a job for the purpose of improving training program content across program levels of vocational technical education.

TASK LIST.
A list of tasks performed by incumbents in a specific occupational domain.

TEACHING ACTIVITIES.
Methods and/or procedures for delivering instructional content to students.

TEST-ITEM BANK.
A collection of criterion-referenced test items coded for input and retrieval by computer or manual methods.

VALIDATION.
The process of assuring that all aspects of an occupational task analysis identify the skills, knowledge, and attitudes performed in the occupation.

VERIFICATION.
The procedure of collecting data to substantiate an existing product; for example, task list verification.

V-TECS.
An acronym representing: Vocational-Technical Education Consortium of States; 1866 Southern Lane, Decatur, Georgia 30033. A consortium of states that provide competency-based, vocational-technical education materials while conserving time and money through shared development and dissemination.

V-TECS CATALOG.
An incumbent-based description of the duties, tasks, performance objectives, performance guides, and related data in a specified occupation.

WORKING CONDITIONS.
The atmospheric and environmental conditions under which a worker performs a specific job.

WRITING TEAM.
A team of people representing instructors with subject matter expertise; persons having knowledge and experience in developing criterion-referenced measures; local or state supervisors in the domain being developed; workers and supervisors of incumbent workers whose function is to analyze occupational data and develop performance objectives for specific D.O.T. areas.

APPENDIX C

EQUIPMENT AND TOOLS LIST

APPENDIX C

EQUIPMENT AND TOOLS LIST

Accounts receivable file
Adhesive bandage, small
Adhesive or masking tape (if indicator tape is not used)
Alcohol sponges
Anesthetic solution
Antiseptic solution
Appointment book
Appointment cards
Autoclave, dry heat
Autoclave indicators
Autoclave, steam-pressure
Ayer blades
Bandages, cravat
Bandage, triangular
Bandage, tubular with a wire applicator
Bath towel/drape towel
Basin lined with paper towels, tissues
Bed pan or urinal
Bottle of reagents strips
Calculator
Cash on hand ($50 or less)
Catheters
Chairs
Chalk/tape
Charge slips
Checks and cash for a day's receipts
Colorimeter
Compress, sterile or clean cloth
Computer (if office does computer billing)
Correction tape or fluid
Cotton balls
Cotton tipped applicators
Culture tubes, slides and fixative
Day sheet
Deposit slips
Detergent
Disinfectant
Draping material
Dressing tray
Disposable cups, small
Electrocantery unit and lubricated lead plate
Envelopes
Examination table stirrups
Fee schedule
File cabinets
File folder
File record
Filing system
Financial card

EQUIPMENT AND TOOLS LIST (Continued)

Finger cots
Flashlight/examining light
Forceps
Forms
Gauze sponges,sterile
Gloves, disposable
Gowns
Graphic sheet
Hand brush and/or orange stick
Hemostat
Hemostat forceps
Instruments -- sharp, such as knife blades, glass rings
Instrument tray
Insufflator
Invoice
Kelly forceps, straight and curved
Laboratory requisition and label
Lancets, disposable
Ledger cards
Letter opener
Linen towels
List of repair and maintenance shops with telephone numbers
Lubricant
Midstream specimen kit
Mosquito forceps, straight curved
Needles
Needle. aspiration
Needle holder
Needle, syringe
Oral thermometer
Outer wrapper (paper or cloth
Overdue accounts
Paper clips
Paper or muslin autoclave wrap
Paper towels
Patient ledger card and medical history file
Patient's sign in sheets
Pegboard base
Pillow, small
Pointer
Powder, oils, ointments, dressing
Pregnancy test kit, manufacturer's instructions
Probe with bulb tip
Procedure manual
Purchase order
Registration form
Requisition form
Rectal speculum
Retractors
Requisition form
Rubber date stamp and ink pad
Rubber supplies

EQUIPMENT AND TOOLS LIST (Continued)

Rubber supplies
Scalpel handle and blade
Scissors
Scrub brush
Service contracts
Sheet/drape
Sigmoidoscope
Sling
Snellen charts (letters, pictures)
Soap
Specimen container, appropriate receptacle
Statement sheets
Statement receipt forms
Sterile cotton typed applicators
Sterile field (tray with sterile towel)
Sterilization indicator
Suction pump
Surgical gown
Suture material and needle
Suture scissors
Table or other flat surface
Table paper
Tape
Telephone
Telephone book
Telephone message pads
Temp-a-ways
Tissue forceps
Toothed tissue forceps
Transfer forceps
Tray covered with towel
Tray with cover or mayo stand
Typewriter with adequate ribbon
Urine specimen container
Urinometer float, jar, or cylinder
Uterine dressing forceps
Vaginal speculum
Voucher/check for replenishing petty cash as needed
Waste can
Watch or clock with a second hand
Water in a wash bottle and receptical for water
Worker compensation forms
Written office policy on delinquent accounts
Written shipping regulations
Yardstick

APPENDIX D

BIBLIOGRAPHY COMPILED BY THE SOUTH CAROLINA WRITING TEAM

APPENDIX D

BIBLIOGRAPHY COMPILED BY THE SOUTH CAROLINA WRITING TEAM

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APPENDIX E

SELECTED FILMSTRIPS AND VIDEOS

APPENDIX E

SELECTED FILMSTRIPS AND VIDEOS

The following films on health care assistant duties are available from Medcom/Trainex, P.O. Box 3225, Garden Grove, CA., 92641:

Basic Clinical Skills - Series I

- Blood Pressure (M030)
- Temperature, Pulse, Respiration (M031)
- Bed Bath (M032)
- Cleansing Enema (M033)
- Bedmaking (M034)

Basic Clinical Skills - Series II

- Urinary Care (M035)
- Lifting and Moving the Patient (M036)
- Admission and Discharge (M037)
- Feeding the Patient (M038)
- Medical Asepsis (M039)

Home Care Series

- Giving the Bed Bath (M058TP)
- Lifting, Turning and Moving Safely (M059TP)
- Cleansing and Dressing Wounds (M060TP)
- Managing Pain and Discomfort (M061TP)

Infection Control Series

- Principles of Infection Control (M103)
- Current Infection Control Guidelines for Health Care Professionals (M104)

Basic Skills Series

- Restraints (021)
- Range of Motion Exercises (022)
- Showers and Tub Baths (023)
- Prevention and Treatment of Decubiti (024)
- Oral Care (025)
- Perineal Care (026)
- Lifters (027)
- Infection Control (028)
- Walkers (029)
- Intake and Output (030)

APPENDIX E continued

Biological Changes of Aging Series

Biological Changes of Aging: Physical Appearance and the Special Senses (453)
Biological Changes of Aging: Function and Capacity (454)
The Challenges of Aging: Change and Loss (457)

Death and Dying Series

A Professional Approach (975)
The Process of Grieving (976)
Parents and the Loss of Their Child (977)
The Elderly (978)
The Hospice Concept (979)